Enterprise Resource Planning (ERP) Project

Employee Self Service
ESS
User Manual

Bharat Sanchar Nigam Limited
(A Government of India Enterprise)
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INTRODUCTION

Purpose of the document

Purpose of this manual is to provide documentation to guide users for their job through ESS portal in ERP. This manual details the step-by-step procedures / process flow to perform relevant services that are relevant to users in **SAP ESS [Employee Self Service]** system.

This manual includes:

- An overview of **SAP Enterprise Portal**.
- Detailed Steps on how to use the **SAP ESS Services.**

Employee Self Services

Employee Self Service (ESS) empowers employees to view, create and maintain their own HR-related data anytime, anywhere, via web-based technology and functionality in the Enterprise Portal. ESS is an effective means for providing real-time access and data maintenance capabilities to the source, or owner of the data and to off-load many of the data entry and related **employee** service activities that may be typically performed in a company's human resources, payroll, benefits, and purchasing departments.

The usage of SAP Employee Self Service is to provide a single integrated platform and real-time access for employees to:

a) Access to their Personal & Pay Data information at their own time.
b) View Salary Statement, Salary Summary, GPF/EPF Ledger, Form-16.
c) Submit Leave Application / Leave Cancellation Request & Joining Reports. View Holiday Calendar.
d) Submit Personal claims e.g. Brief Case, Mobile Handset, News Paper, GSM, Landline & Broadband bills, Driving/Electricity/Entertainment/Fuel charges, GPF Advance & With drawl application.
e) Submit Indoor Medical Claims & Executive Health Check up claims.
f) Furnish Immovable Property Returns.

Through Universal Work-list in the ESS Portal, designated approvers / managers can either:

a) Approve or reject Leave Application / Joining Reports.
b) Approve or Reject Claims / Advances.
c) Approve or Reject Medical / Executive Health Check up Claims.

Real time status of various claims / requests is available to the users.

The following key scenarios will be covered in ESS:

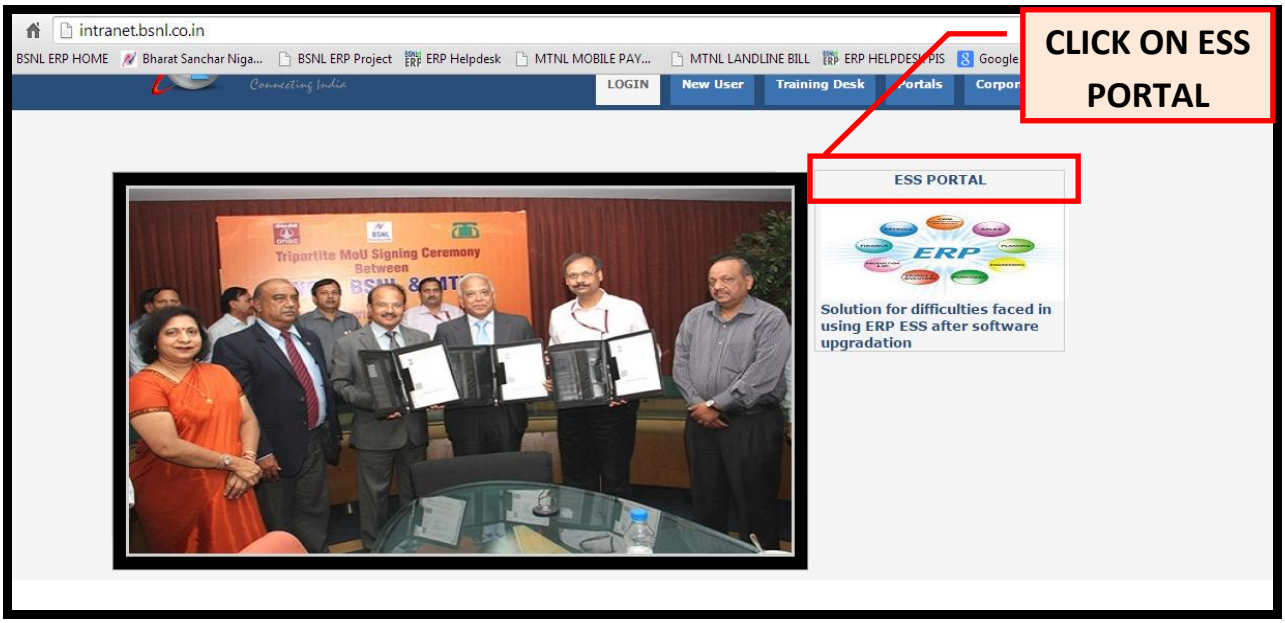
S. No.	Short Description	ESS User
1	Employee Search	♦ Information about colleagues can be seen by just entering First or Last Name or both in the search area. ♦ User can maintain and update his / her location data
2	Working Time	♦ Leave Request ♦ Leave Quota Overview ♦ Joining Reports ♦ Leave request Cancellation ♦ Employees Availability Times for Outsider Visits ♦ Holiday Calendar ♦ Leave History **Manager / Approver can Approve or Reject through universal work list** ♦ Leave Request. ♦ Joining Reports Leave request Cancellation
3	Benefits and Payment	**View & Print** ♦ Salary Statement(s) for current / past months. ♦ Form 16 ♦ Employees Retirement Benefits simulation ♦ **Reimbursement Module- Claims/ Advances** Reimbursement claims e.g. Broadband Bill, Brief Case, Driving Charges, Electricity, Entertainment, Fuel, GSM Mobile Bill, Leave Travel Concession, Mobile Handset, News Paper, Fixed Telephone Bill and Towel. ♦ BSNL LTC Policy document. ♦ **Medical Claims** Outdoor Medical Claims Executive Health Check up Print Medical Claims ♦ **GPF** GPF Details (Raise GPF Advance / With drawl request) GPF Application Print GPF Ledger Details **Manager / Approver can Approve or Reject through Universal work list** ♦ Reimbursement claims e.g. Broadband Bill, Brief Case, Driving Charges, Electricity, Entertainment, Fuel, GSM Mobile Bill, Leave Travel Concession, Mobile Handset, News Paper, Fixed Telephone Bill and Towel. ♦ **Medical Claims** Outdoor Medical Claims Executive Health Check up ♦ **GPF** GPF Advance / With drawl request Print GPF Sanction Letter

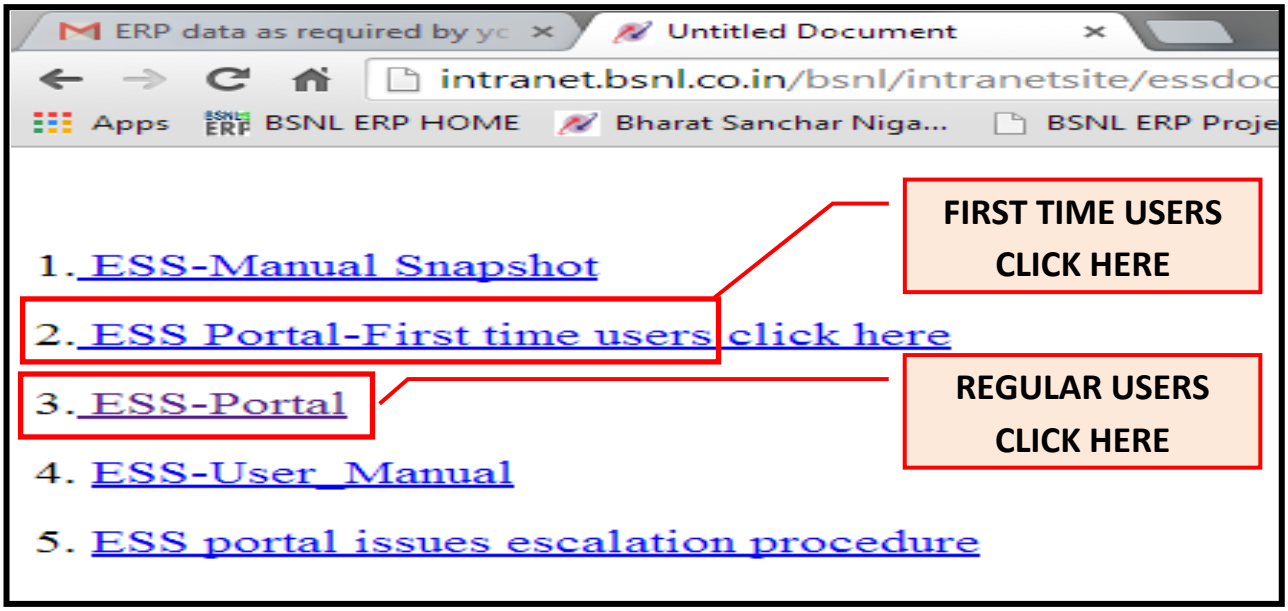
4	Personal Information	♦ View & Print Personal Information e.g. details of Appointment, Absorption, Address, Career History, Qualification, Family, Dependents, Nomination, Training and Personal Data ♦ View & Print property Returns ♦ Update Personal Information: Employees can create, display and change their information w.r.t. Addresses & Communication ♦ Rule 8 Transfer Request ♦ Print Rule 8 ♦ Property Returns Submission of Immovable Property Returns View & Print Returns **Manager / Approver can Approve or Reject through Universal work list** ♦ Rule 8 Transfer Request ♦ View & Print Immovable Property Returns **Depending on the policy, a document proof may be required at times for HR administrators' verification.**
5	Careers and Jobs	♦ Users are allowed to create / edit or delete their own skills in ESS. Managers can utilize the database to identify Users with the appropriate skills for the internal use of the company. ♦ Using Appraisal Documents tab User can display the appraisals that were made for his/her work. **(Not in use at present)**
6	Travel and Expenses	♦ User to put up a Travel request (business / production trip) ♦ Submission of expense claim after the return from the trip. ♦ Submission of general reimbursement claims like public transport, private transport, staffs expense claim etc. **Not in use at present** **Manager / Approver can Approve or Reject through Universal work list** ♦ Travel request (business / production trip) ♦ Expense claim. ♦ General reimbursement claims like public transport, private transport, staffs expense claim etc. **Not in use at present**
7	Pay Information	♦ Pay Data ♦ Salary Summary ♦ EPF Details

Logging on to SAP ESS Portal

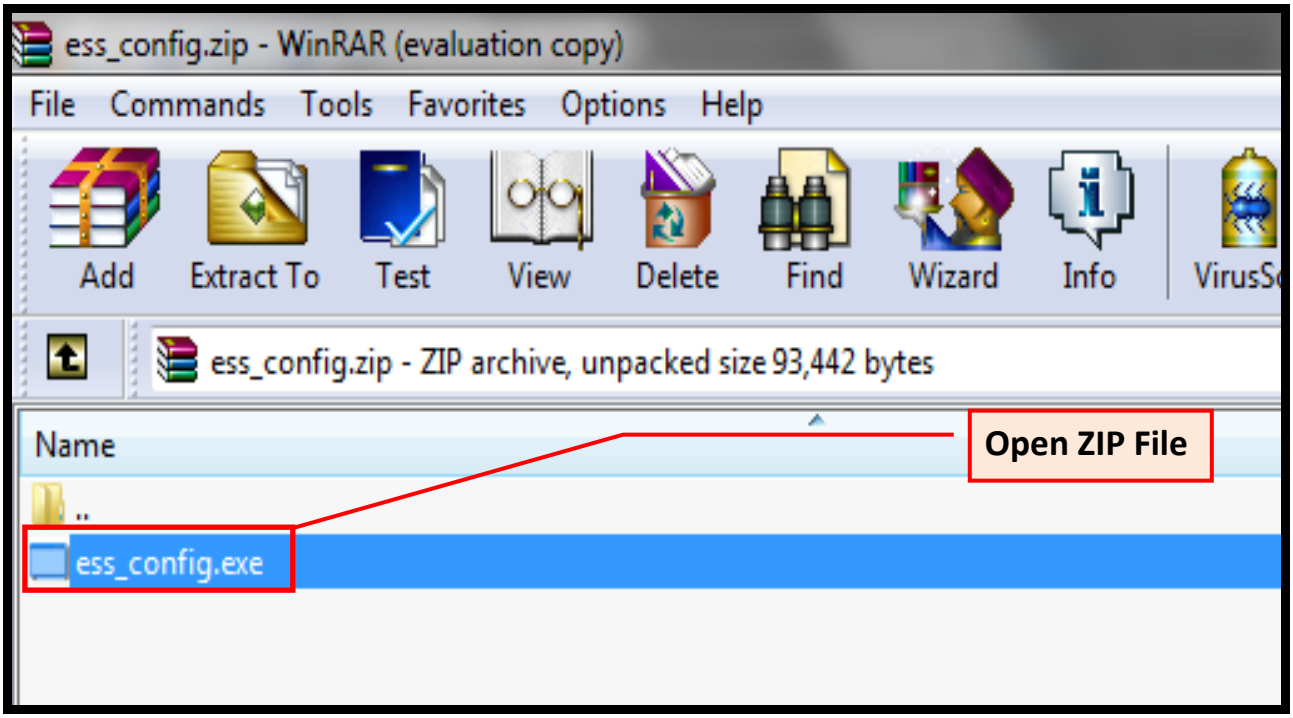
Open BSNL intranet portal **http://www.intranet.bsnl.co.in** through Internet Explorer browser.

Following screen appears





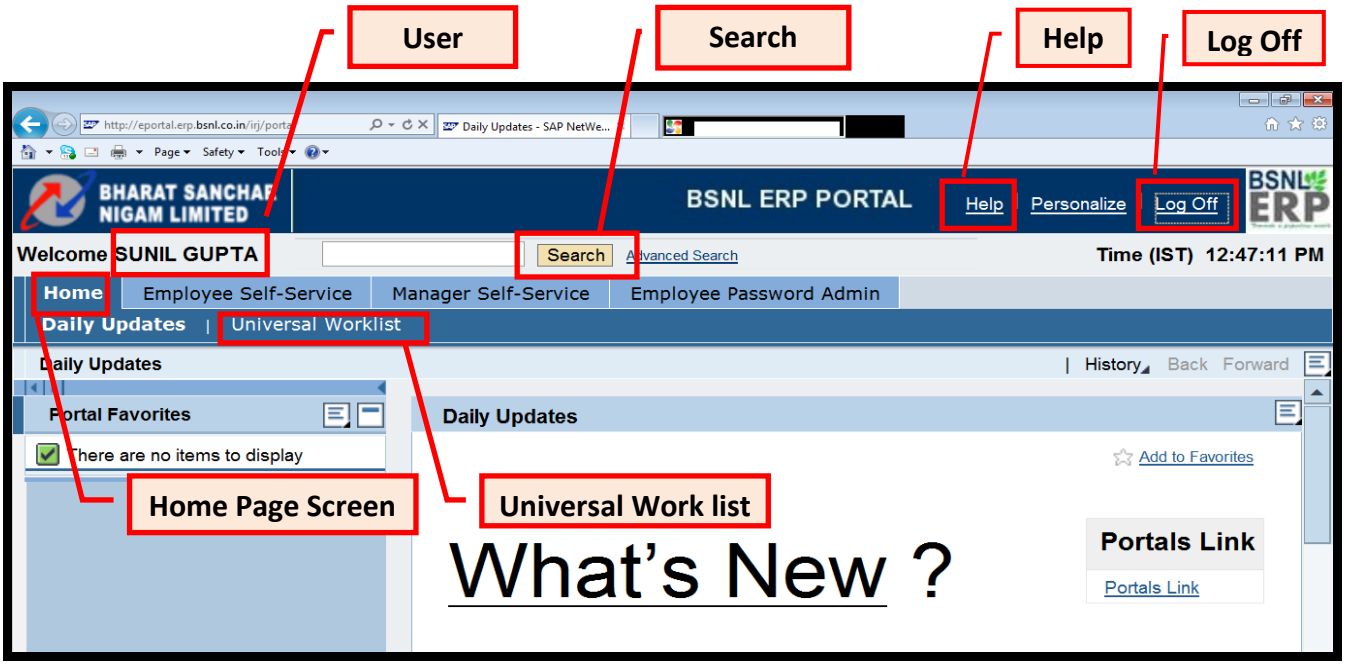
A File link appears. Open Zip File


ess_config.zip - WinRAR (evaluation copy)
File Commands Tools Favorites Options Help
Add Extract To Test View Delete Find Wizard Info
ess_config.zip - ZIP archive, unpacked size 93,442 bytes
Name
Open ZIP File
ess_config.exe

An executable file ess_config.exe runs automatically and ESS login screen appears. For regular users ESS Login screen appears directly.

ESS login screen appears. Log in to system by entering your **USER ID** [Last 8 numerals of HRMS except first numeral 1 or 2] and **PASSWORD.** Then either press ENTER key or click **Log on**

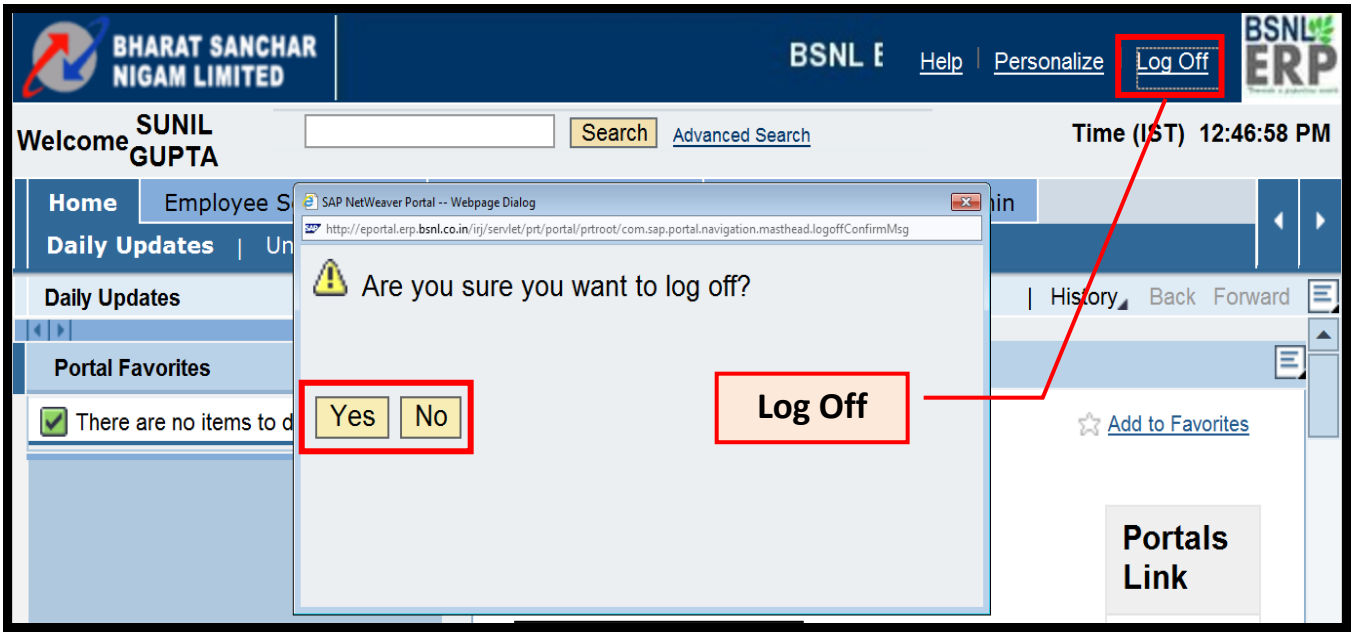
SAP ESS HOME SCREEN OPENS



On the home screen there are various menu TABS & Menu Links e.g. Employee Self Service, Manager Self Service, Employee Password Admin, Universal Work-list etc.

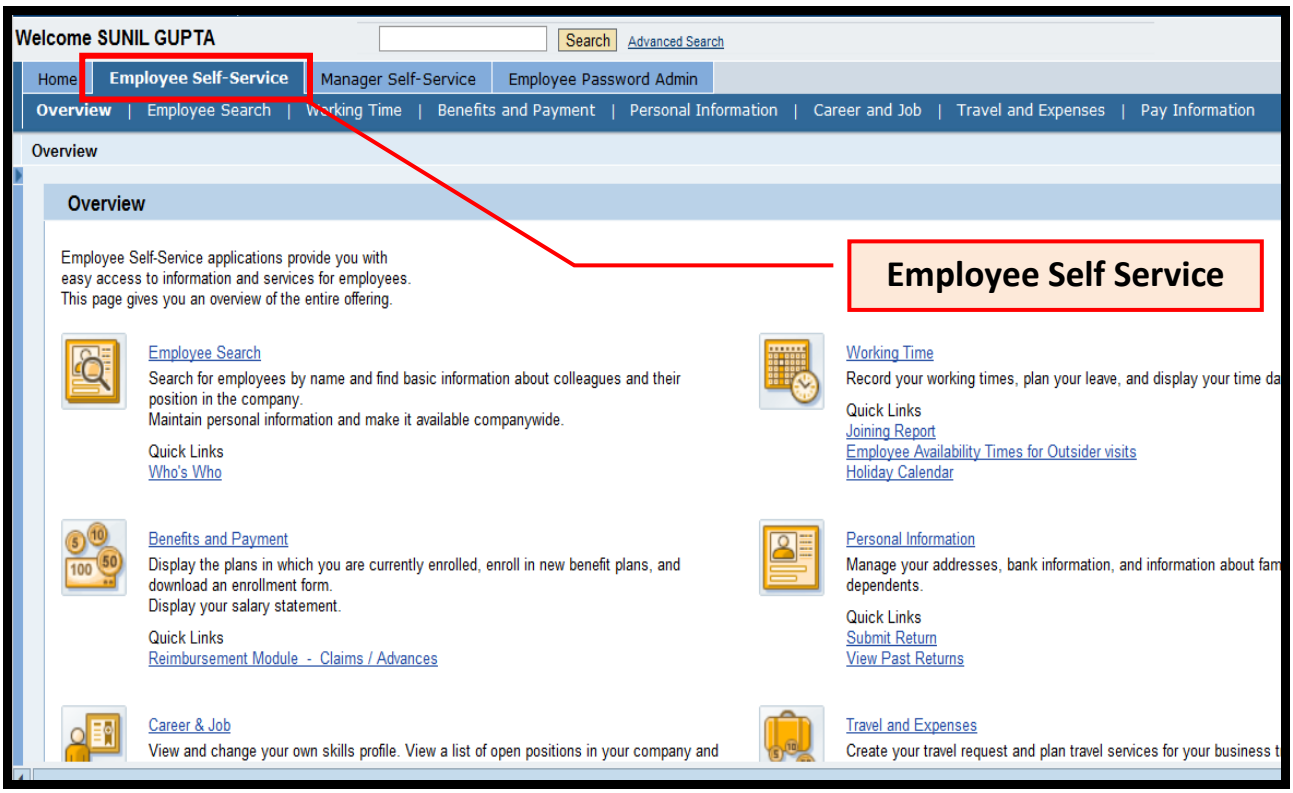
Logging out of SAP EP System

On screen SAP User Self Services, click on Log off to log out of SAP EP system. Click on YES or NO to LOG OFF or otherwise.



Navigating Menus

Employee Self Service: This Tab is visible to all the ESS Users. To access various services in this TAB, CLICK on the TAB.


Welcome SUNIL GUPTA
Search
Advanced Search
Home
Employee Self-Service
Manager Self-Service
Employee Password Admin
Overview | Employee Search | Working Time | Benefits and Payment | Personal Information | Career and Job | Travel and Expenses | Pay Information
Overview
Overview
Employee Self-Service applications provide you with easy access to information and services for employees. This page gives you an overview of the entire offering.
Employee Self Service
Employee Search
Search for employees by name and find basic information about colleagues and their position in the company.
Maintain personal information and make it available companywide.
Quick Links
Who's Who
Working Time
Record your working times, plan your leave, and display your time da
Quick Links
Joining Report
Employee Availability Times for Outsider visits
Holiday Calendar
Benefits and Payment
Display the plans in which you are currently enrolled, enroll in new benefit plans, and download an enrollment form.
Display your salary statement.
Quick Links
Reimbursement Module - Claims / Advances
Personal Information
Manage your addresses, bank information, and information about fam dependents.
Quick Links
Submit Return
View Past Returns
Career & Job
View and change your own skills profile. View a list of open positions in your company and
Travel and Expenses
Create your travel request and plan travel services for your business t

A screen is displayed with some more TABS / LINKS related with ESS e.g.

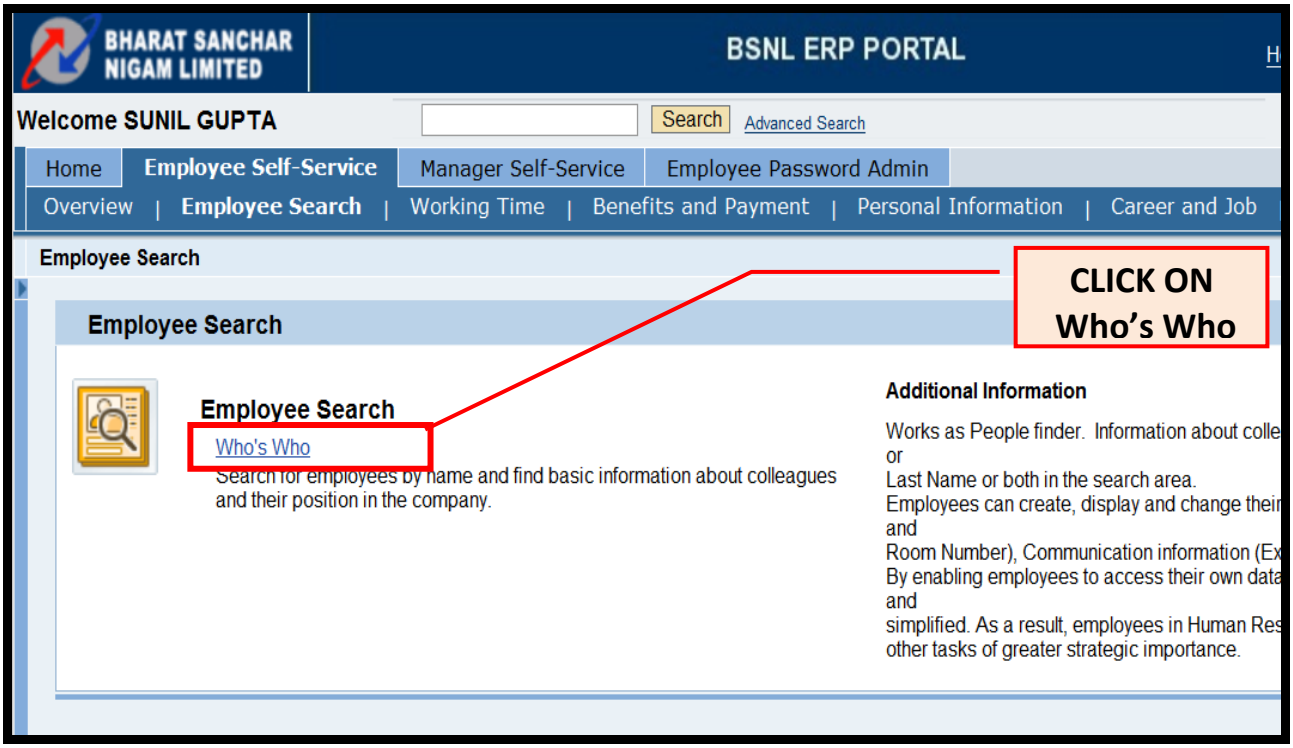
- Employees Search
- Working Time
- Benefits & Payment
- Personal Information
- Career & Job
- Travel & Expenses
- Pay Information.

Employee Search

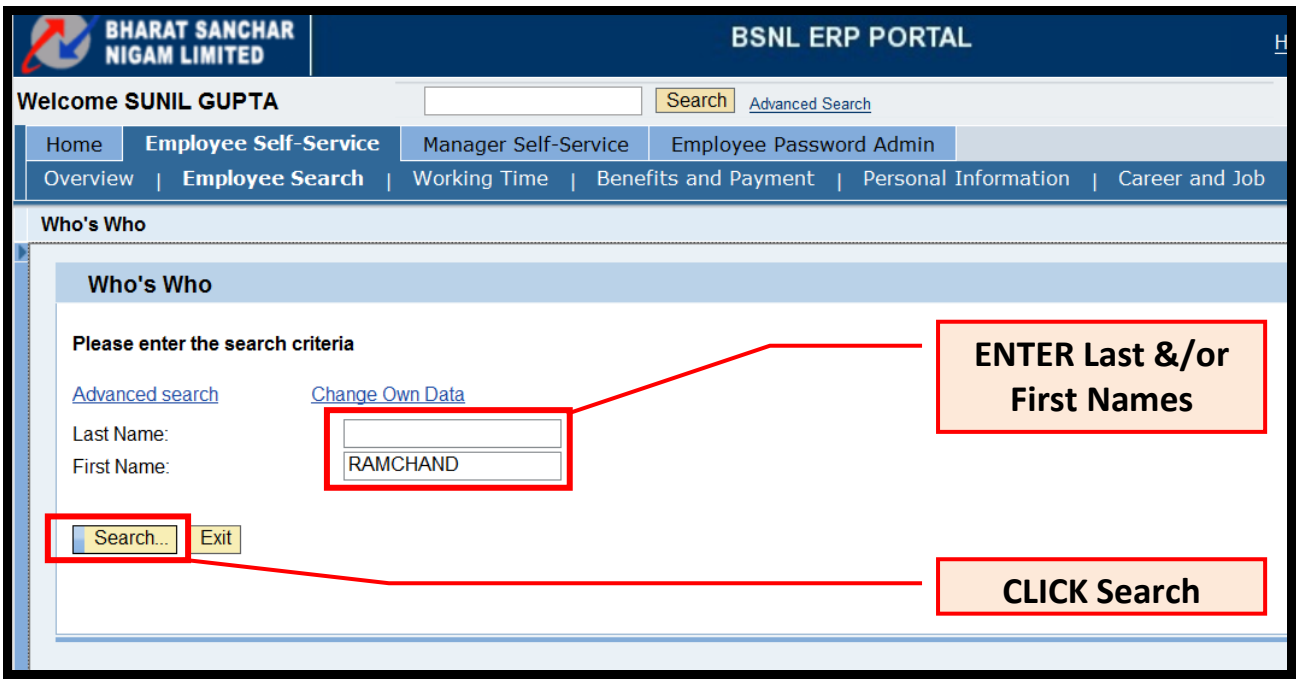
a. Information about colleagues can be seen by just entering First or Last Name or both in the search area.

b. User can maintain and update his / her location data

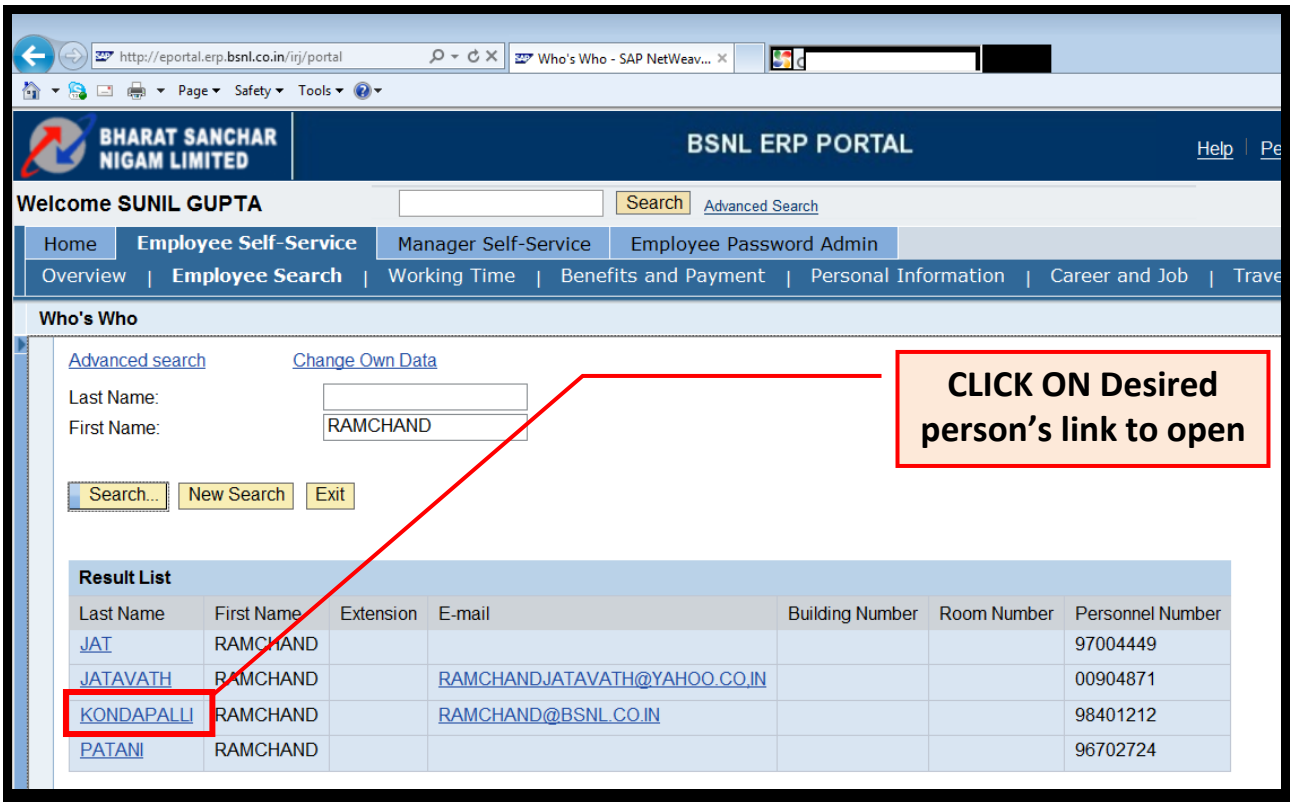
CLICK on who's who

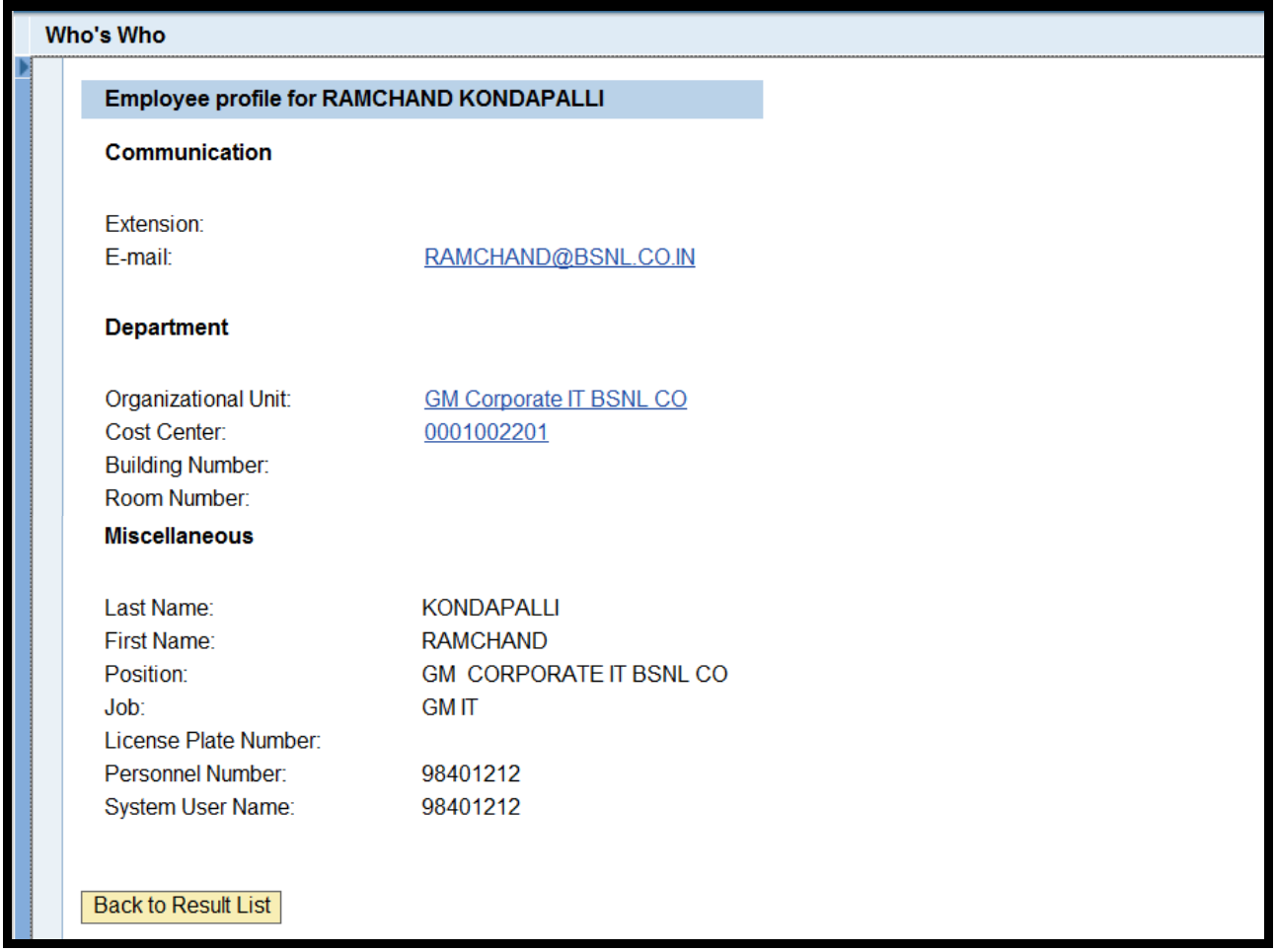

BHARAT SANCHAR NIGAM LIMITED
BSNL ERP PORTAL
Welcome SUNIL GUPTA
Search
Advanced Search
Home
Employee Self-Service
Manager Self-Service
Employee Password Admin
Overview | Employee Search | Working Time | Benefits and Payment | Personal Information | Career and Job
Employee Search
Employee Search
CLICK ON Who's Who
Employee Search
Who's Who
Search for employees by name and find basic information about colleagues and their position in the company.
Additional Information
Works as People finder. Information about colle
or
Last Name or both in the search area.
Employees can create, display and change their
and
Room Number), Communication information (Ex
By enabling employees to access their own data
and
simplified. As a result, employees in Human Res
other tasks of greater strategic importance.

Another Screen appears

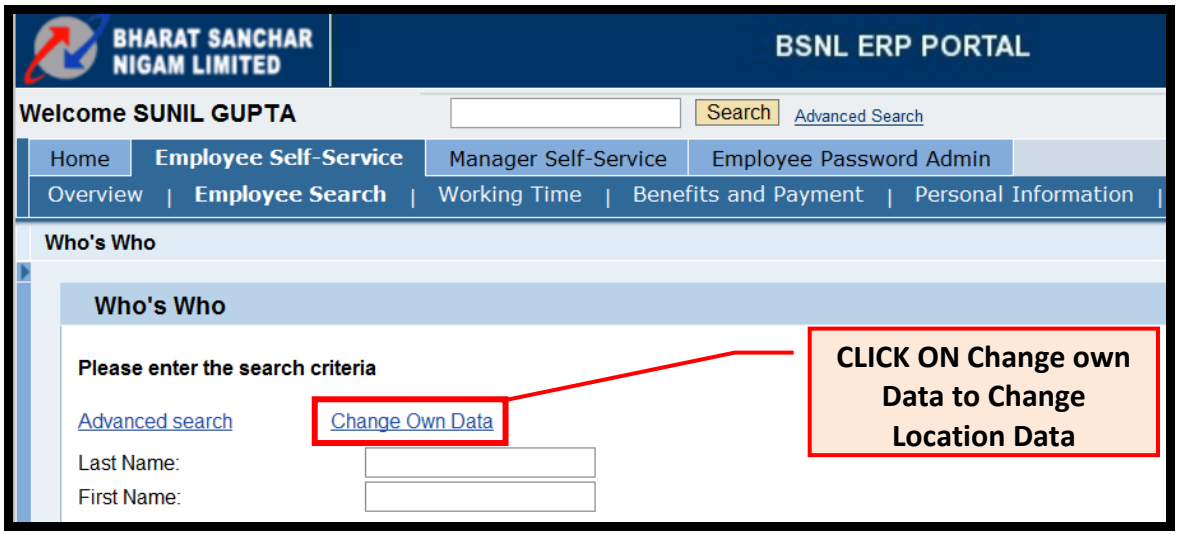


Details with Search parameters are displayed.

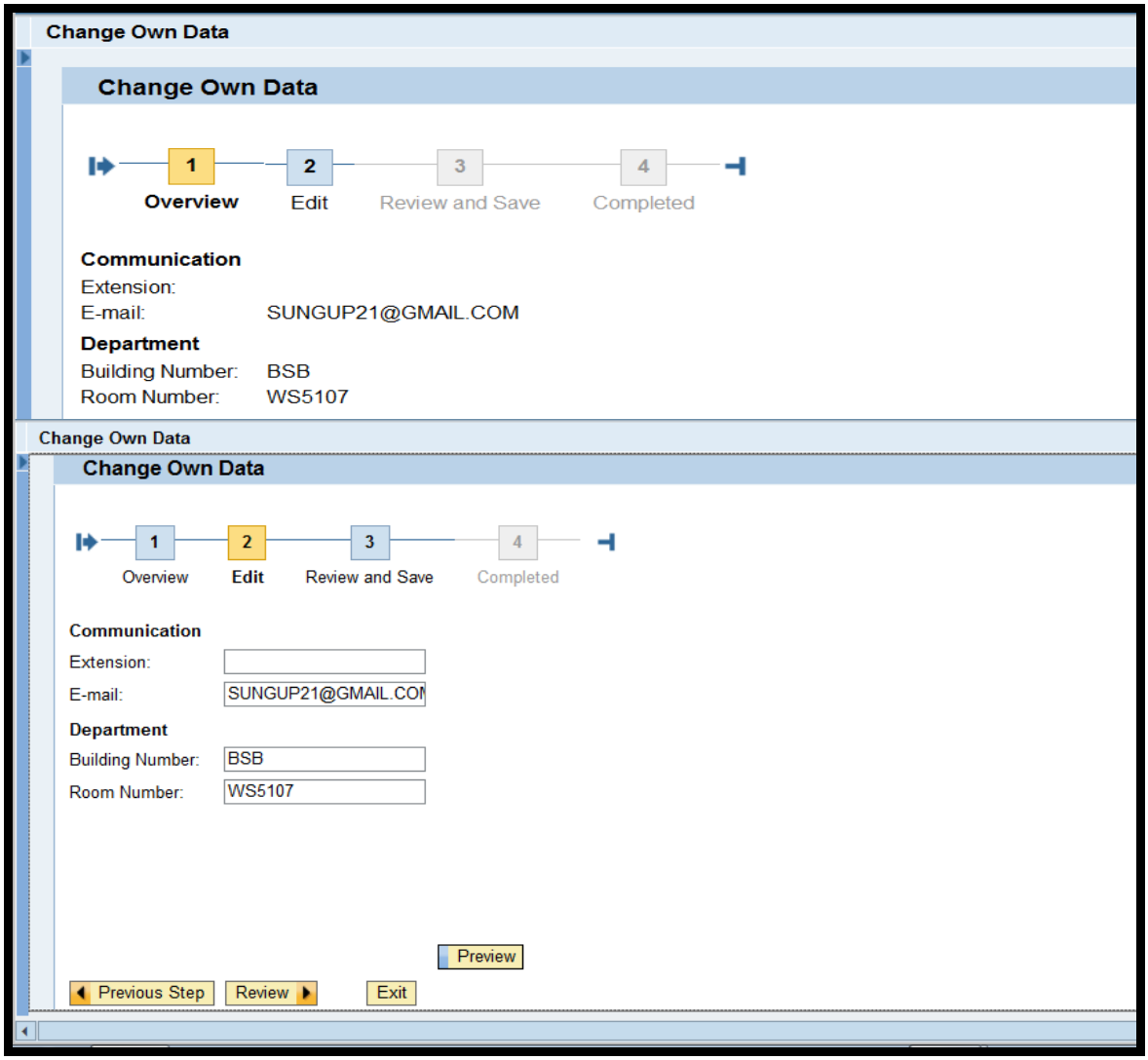




Change own Location Data



Following Screen appears, Input / edit the data.



WORKING TIME

Users can

- **Submit Leave Requests:**
  Presently only following type of leaves can be applied in the system:
  a. Casual Leave
  b. Restricted Holiday
  c. Earned Leave
  d. Half Pay Leave / Commuted Leave
  e. Child Care Leave [For female employees only]
  All other type of leaves e.g. Maternity / Paternity, Special Casual, Extra Ordinary, Study etc. are to be applied offline as in legacy and entered into the system by the respective time managers, who are maintaining the service book.

- **Quota Overview**
  For leave planning purposes, User can view his/her leave balance and entitlement via Leave Quota Overview. All leave types with entitlement will be listed for User's viewing.

- **Joining Reports**
  Joining is to be submitted after completion of leave. Here start date and end date of the leave can be seen. Joining date after the leave period can also be seen.

- **Leave request Cancellation**
  Prior to commencement of leaves, applied through the system:
  a. A user can cancel his / her unapproved leaves him/her self.
  b. User can send Leave cancellation request to the approver, who can cancel approved leaves.

  Notes:
  1. After commencement of leaves, only time manager can cancel leaves through back end.
  2. Similarly Curtailment / Extension of leaves are to be got done in the system through the respective time manager i.e. the person maintaining the Service Book.

- **Employees Availability Times for Outsider Visits**

  One can store times when one wants to allow visitors to visit. This time would be viewable to the person creating the gate pass i.e. at the reception.

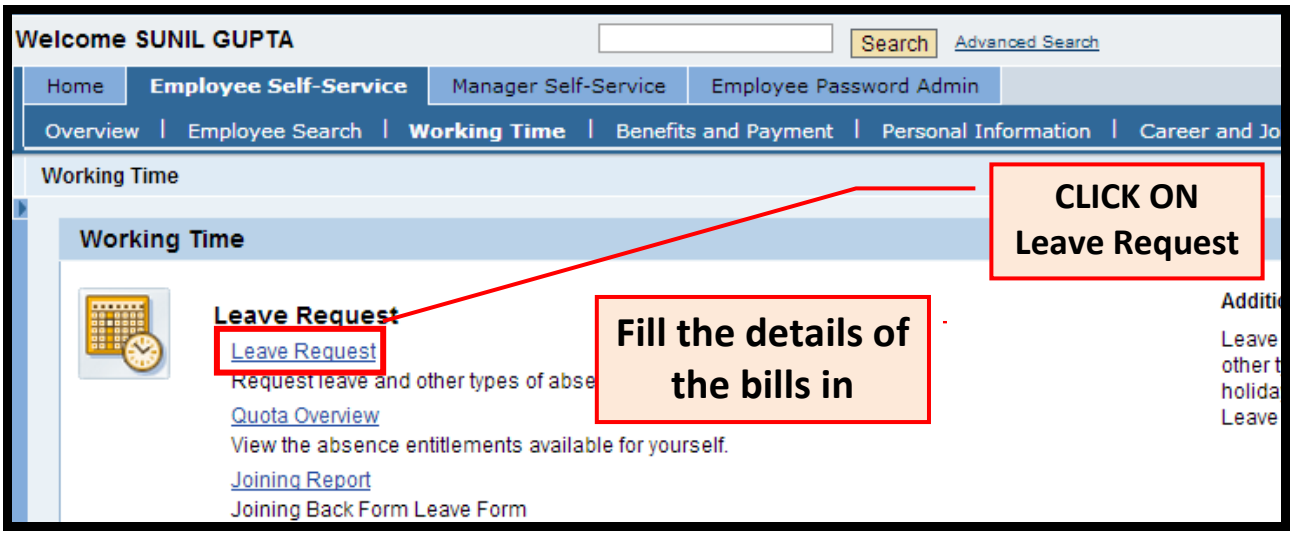
- **Holiday Calendar**
  User can view their Holiday Calendar and can also view the list of holidays.

- **Leave History**
  Users can see their leave history record here.

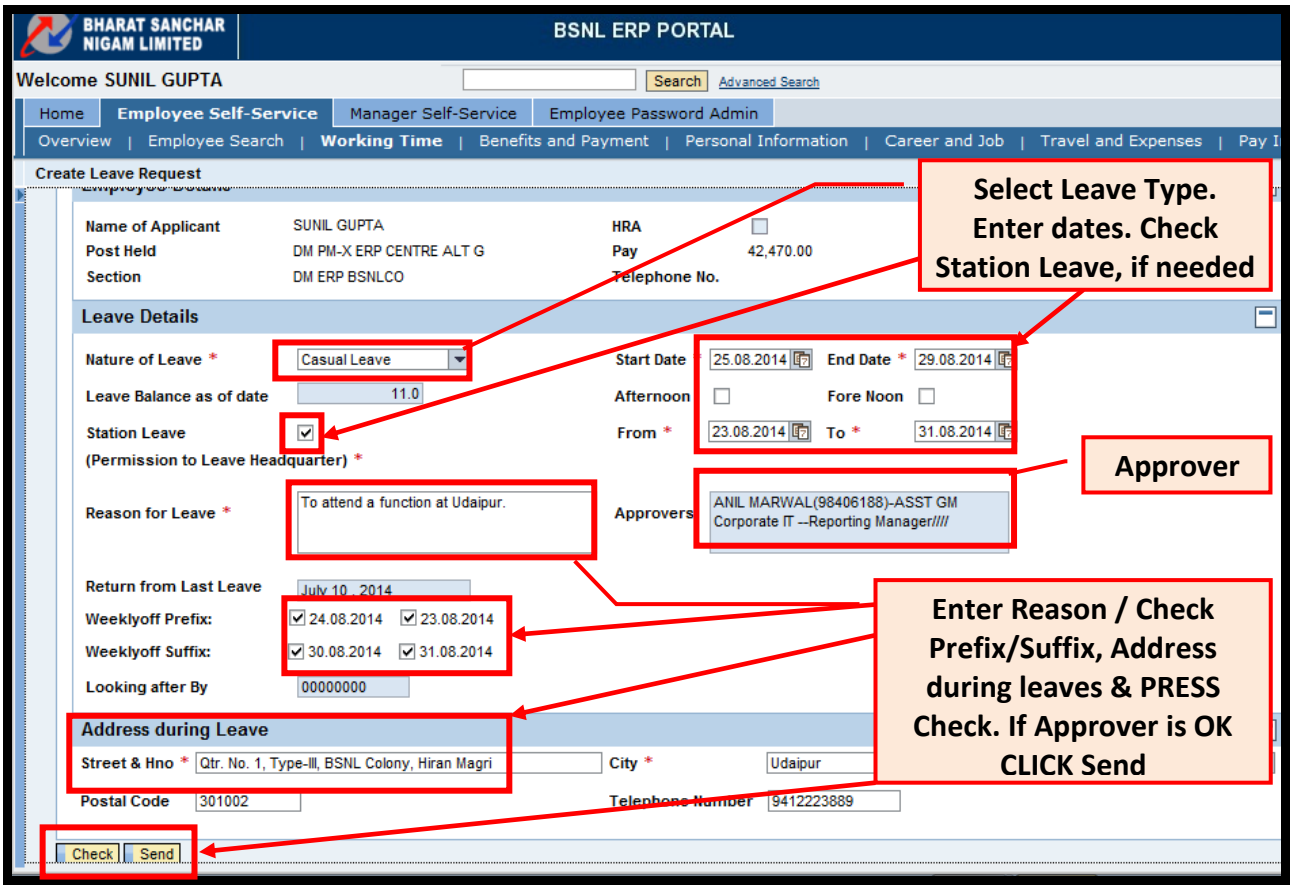
Leave Requests

On the **Working Time Overview** page click on the **Leave Request** link.

Following screen appears. **CLICK** on **Leave request**.

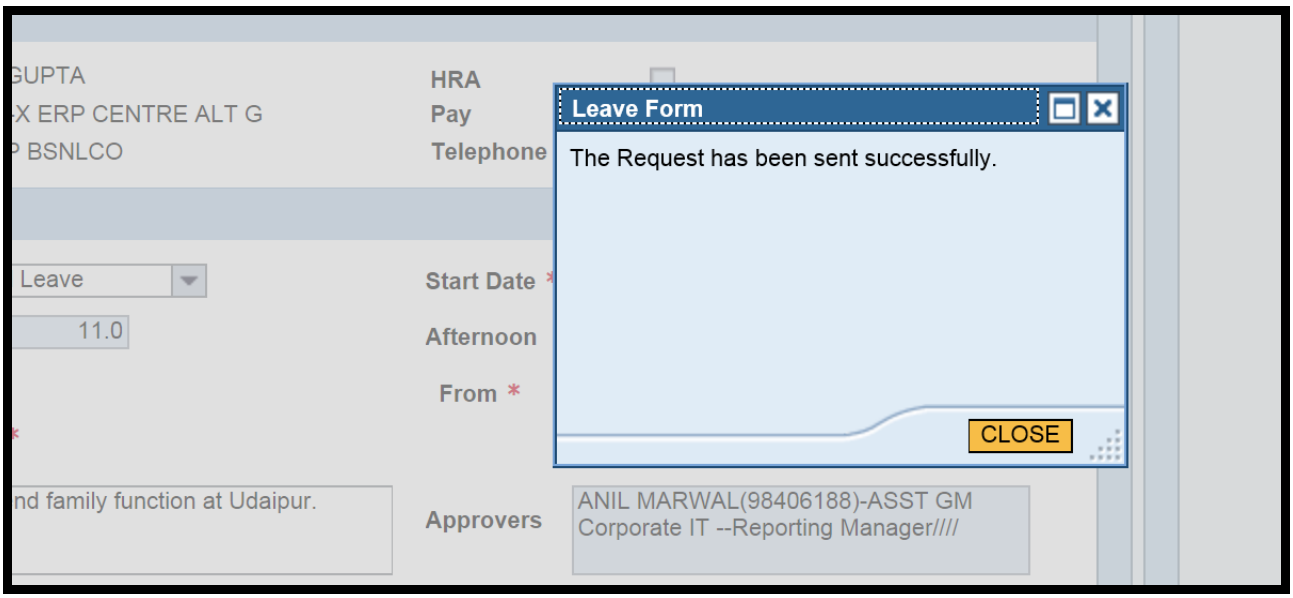


Another Screen appears



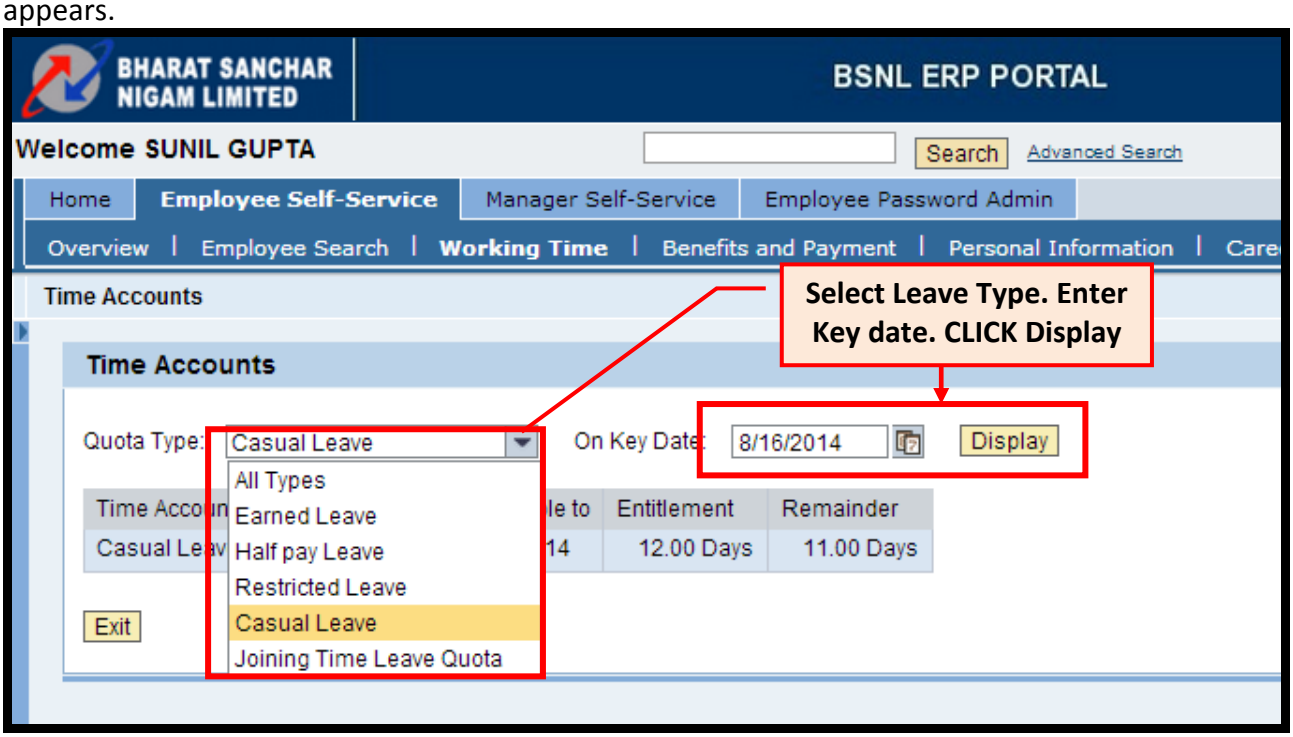
1. Select type of leave to be availed or already availed from the drop down menu in “Nature of Leave”
2. Enter Start Date & End Date [For One day or Half day, the Start & End dates to be same]
3. Check Station Leave box if leaving Headquarter.
4. Enter From & to dates.
5. Enter reason for leave.
6. Check pre fix and suffix check boxes, which are enabled only if applicable.
7. Fill address details during leave. This is enabled only in case station leave box is checked.
8. Press check tab.
9. See for any error message on the top; Take remedial action and press check again.
10. Name of the approver gets popped up in the approver space on the right side of Reason for leave.
11. If okay, then press the tab Submit.
12. Another window opens with a message “The Request has been sent successfully” with a close TAB. Press it to close the session.

Leave request is now available in the Universal Work list of Approver.
Request sent successfully message pops up.



Quota Overview

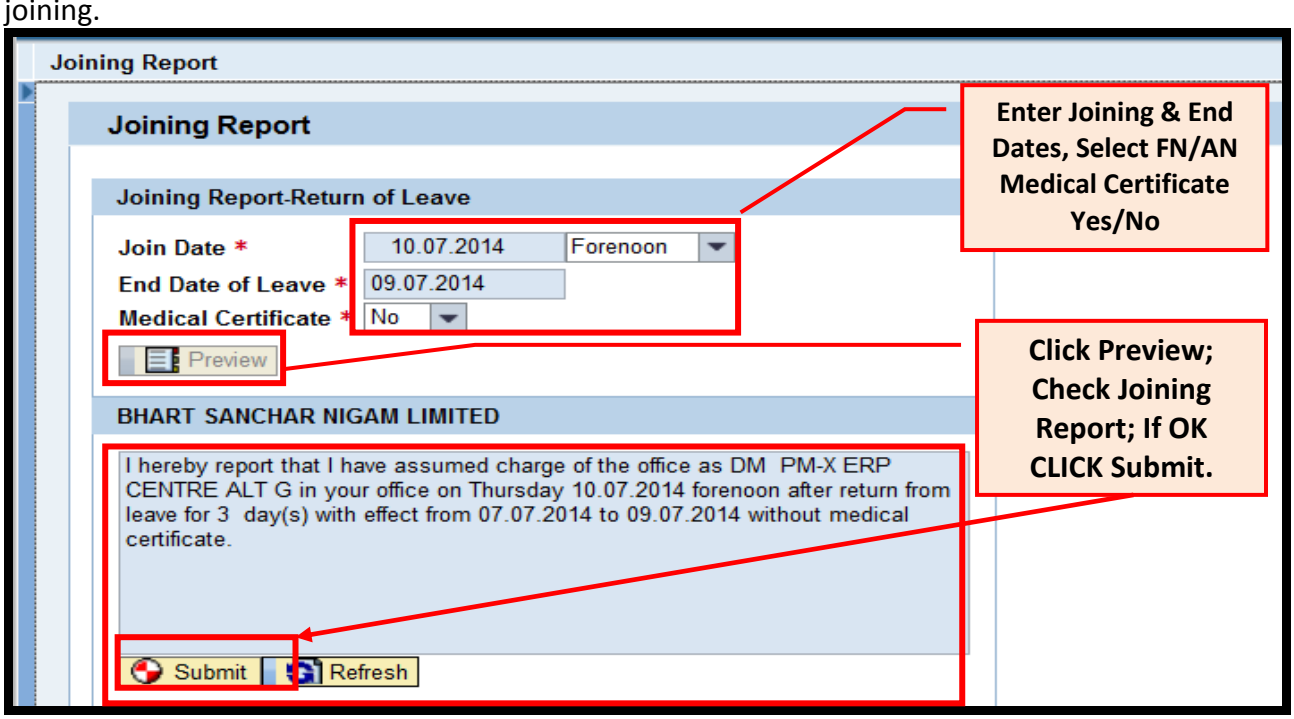
On the **Working Time Overview** page click on the **Quota Overview** link. A time Account screen appears.



Select type(s) of leave quota & date on which the quota i.e. leaves balance at credit is to be viewed in the "Quota Type" and "On Key Date" field and the press "Display" to display the quota.

Joining Reports

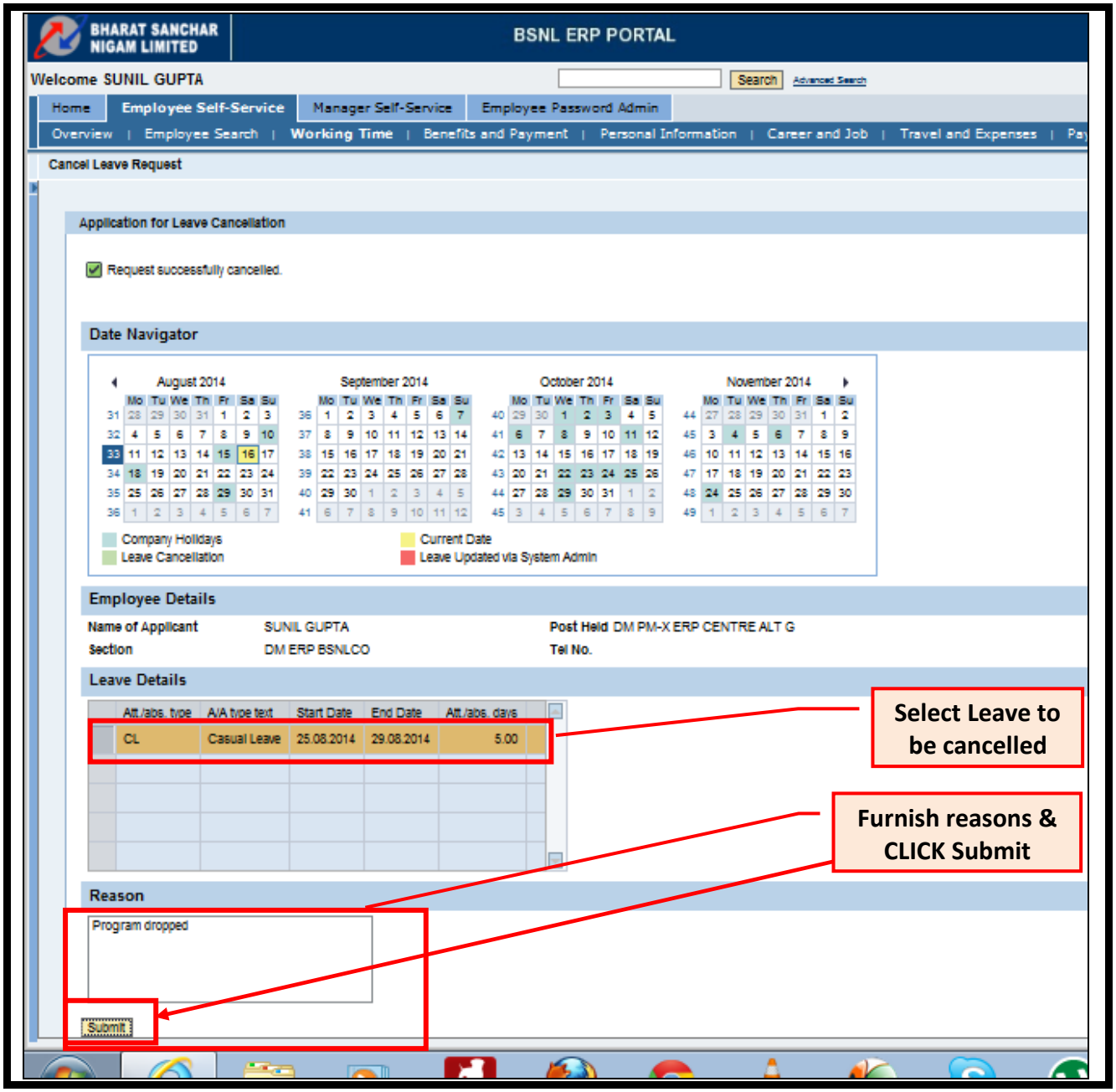
On the **Working Time Overview** page click on the **Joining Report** link. A time Account screen appears. Enter Joining Date, Leave End Date, Forenoon/Afternoon and Medical Certificate [Yes/No] and press Preview. Joining Report is displayed. If OK, Press Submit to forward joining.


Joining Report
Joining Report
Enter Joining & End Dates, Select FN/AN Medical Certificate Yes/No
Joining Report-Return of Leave
Join Date *
10.07.2014
Forenoon
End Date of Leave *
09.07.2014
Medical Certificate *
No
Preview
Click Preview; Check Joining Report; If OK CLICK Submit.
BHART SANCHAR NIGAM LIMITED
I hereby report that I have assumed charge of the office as DM PM-X ERP CENTRE ALT G in your office on Thursday 10.07.2014 forenoon after return from leave for 3 day(s) with effect from 07.07.2014 to 09.07.2014 without medical certificate.
Submit
Refresh

Leave Cancellation Request

On the **Working Time Overview** page click on the **Leave Cancellation Request** link.

A leave details screen appears. Select the leave to be cancelled / request to be sent. Reason may be recorded for cancellation of leaves in the “Reason” field. Press Submit TAB. Leave is cancelled / request forwarded to the approver / Time Manager as the case may be.



Employee availability time for outsider visits

On the **Working Time Overview** page click on the **Employee Availability Time for Outsider Visits** link. One can store times when one wants to allow visitors to visit. This time would be viewable to the person creating the gate pass i.e. at the reception.

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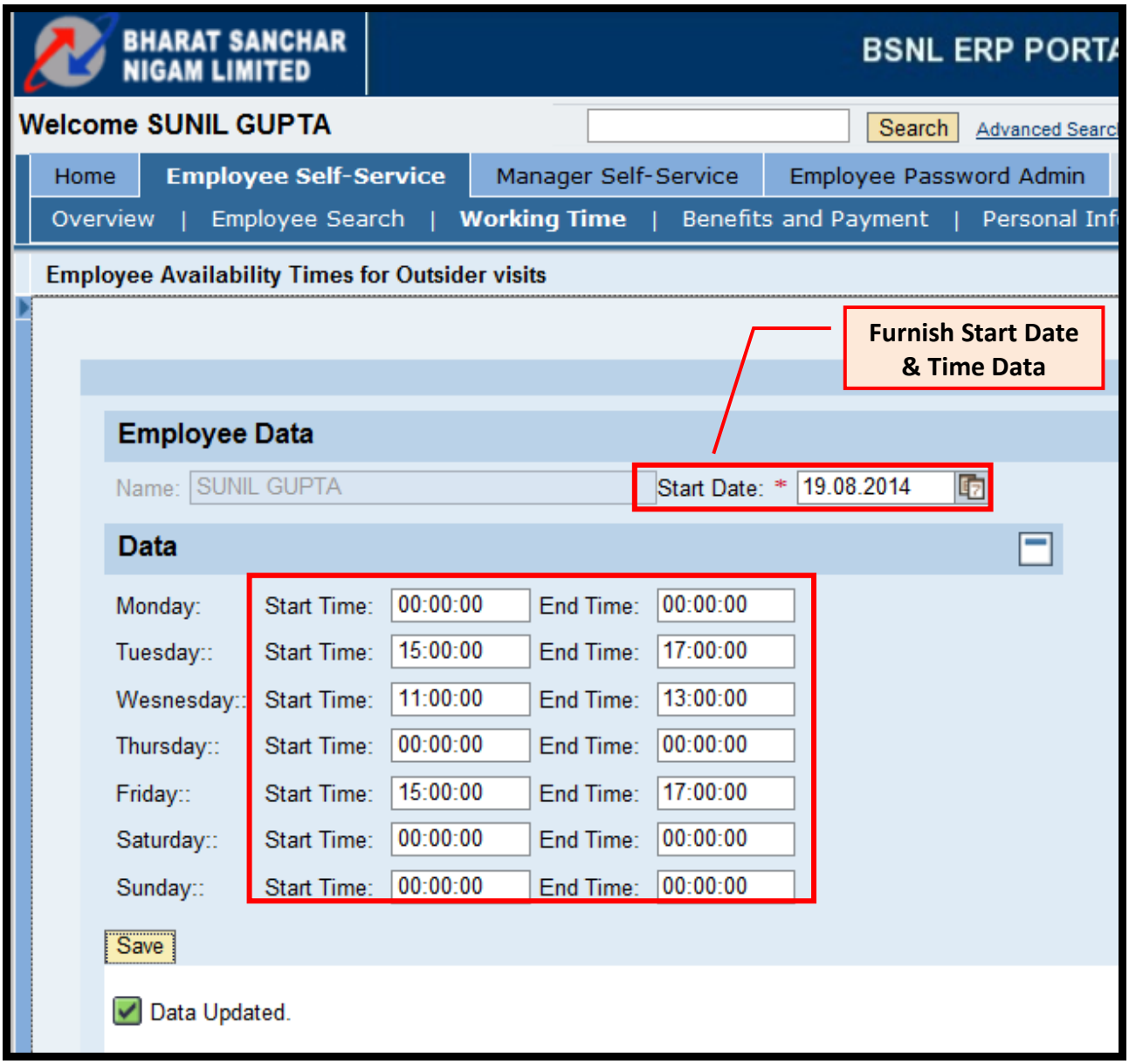
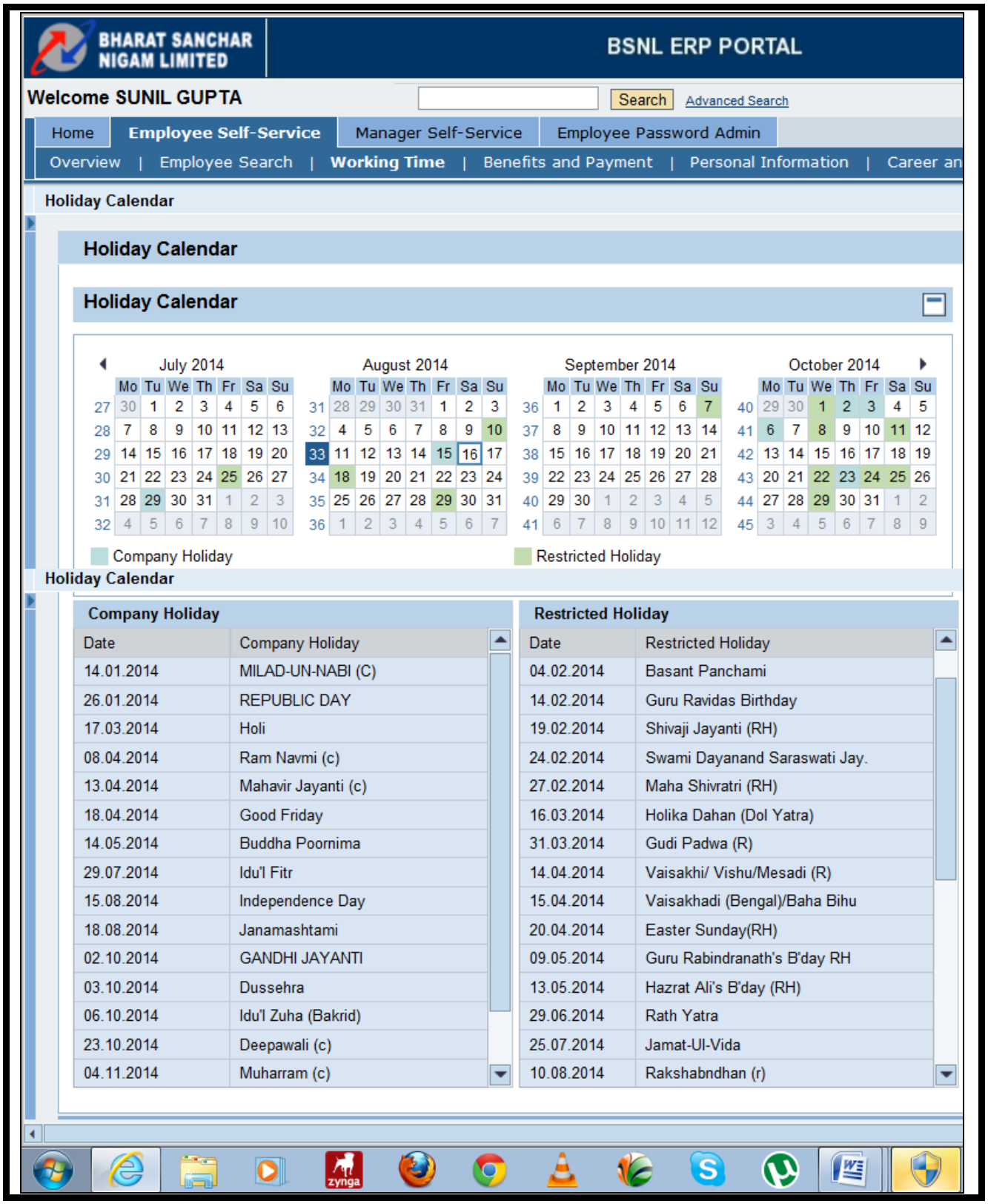

BHARAT SANCHAR NIGAM LIMITED
BSNL ERP PORTA
Welcome SUNIL GUPTA
Search
Advanced Search
Home
Employee Self-Service
Manager Self-Service
Employee Password Admin
Overview | Employee Search | Working Time | Benefits and Payment | Personal Inf
Employee Availability Times for Outsider visits
Furnish Start Date & Time Data
Employee Data
Name: SUNIL GUPTA
Start Date: * 19.08.2014
Data
Monday: Start Time: 00:00:00 End Time: 00:00:00
Tuesday:: Start Time: 15:00:00 End Time: 17:00:00
Wesnesday:: Start Time: 11:00:00 End Time: 13:00:00
Thursday:: Start Time: 00:00:00 End Time: 00:00:00
Friday:: Start Time: 15:00:00 End Time: 17:00:00
Saturday:: Start Time: 00:00:00 End Time: 00:00:00
Sunday:: Start Time: 00:00:00 End Time: 00:00:00
Save
Data Updated.

Holiday Calendar

On the **Working Time Overview** page click on the **Holiday Calendar** link. User can view their Holiday Calendar and can also view the list of holidays.

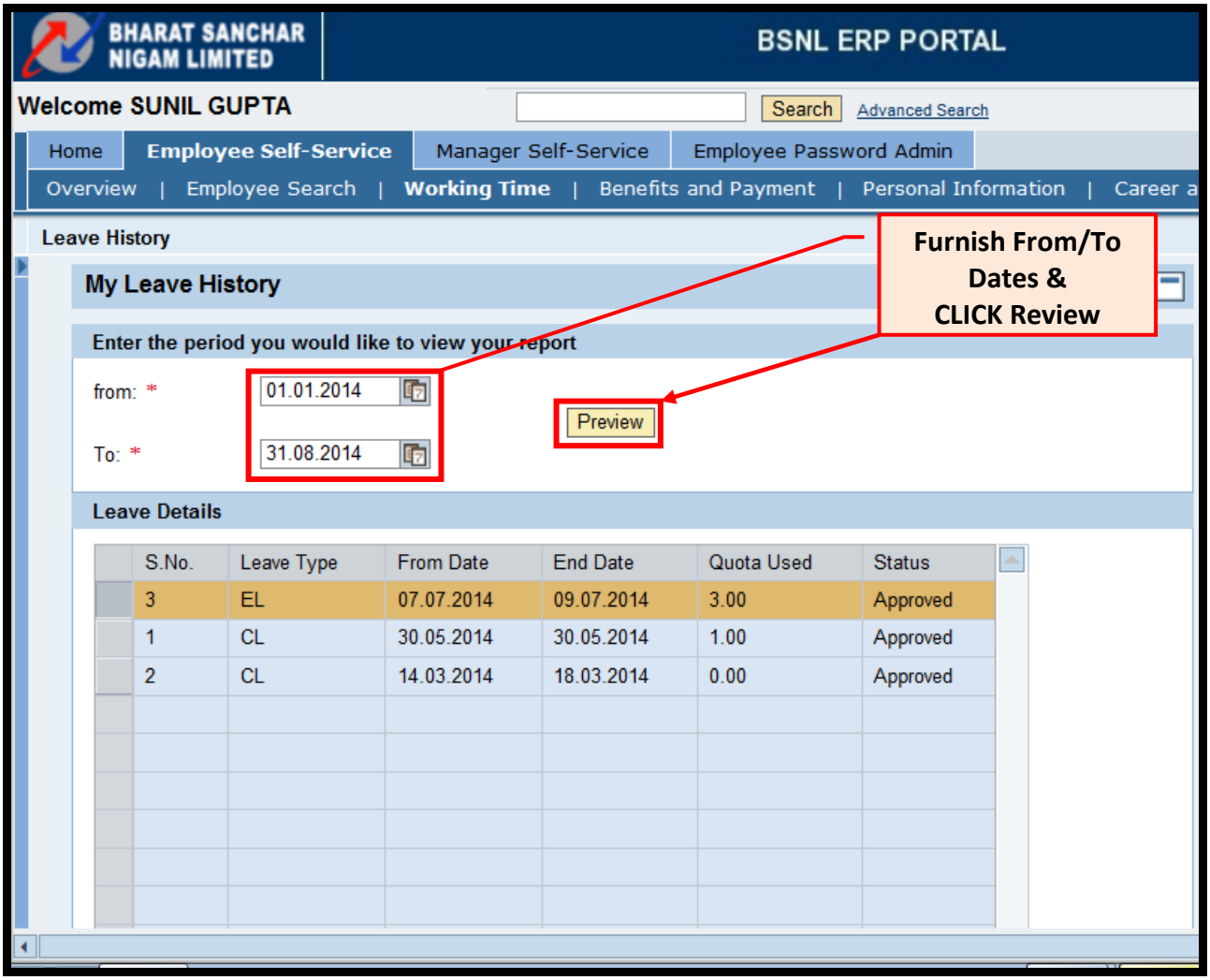


Date	Company Holiday
14.01.2014	MILAD-UN-NABI (C)
26.01.2014	REPUBLIC DAY
17.03.2014	Holi
08.04.2014	Ram Navmi (c)
13.04.2014	Mahavir Jayanti (c)
18.04.2014	Good Friday
14.05.2014	Buddha Poornima
29.07.2014	Idu'l Fitr
15.08.2014	Independence Day
18.08.2014	Janamashtami
02.10.2014	GANDHI JAYANTI
03.10.2014	Dussehra
06.10.2014	Idu'l Zuha (Bakrid)
23.10.2014	Deepawali (c)
04.11.2014	Muharram (c)

Date	Restricted Holiday
04.02.2014	Basant Panchami
14.02.2014	Guru Ravidas Birthday
19.02.2014	Shivaji Jayanti (RH)
24.02.2014	Swami Dayanand Saraswati Jay.
27.02.2014	Maha Shivratri (RH)
16.03.2014	Holika Dahan (Dol Yatra)
31.03.2014	Gudi Padwa (R)
14.04.2014	Vaisakhi/ Vishu/Mesadi (R)
15.04.2014	Vaisakhadi (Bengal)/Baha Bihu
20.04.2014	Easter Sunday(RH)
09.05.2014	Guru Rabindranath's B'day RH
13.05.2014	Hazrat Ali's B'day (RH)
29.06.2014	Rath Yatra
25.07.2014	Jamat-Ul-Vida
10.08.2014	Rakshabndhan (r)

Leave History

On the **Working Time Overview** page click on the **Leave History** link. Users can see their leave history record here.


BHARAT SANCHAR NIGAM LIMITED
BSNL ERP PORTAL
Welcome SUNIL GUPTA
Search
Advanced Search
Home
Employee Self-Service
Manager Self-Service
Employee Password Admin
Overview | Employee Search | Working Time | Benefits and Payment | Personal Information | Career a
Leave History
My Leave History
Furnish From/To Dates & CLICK Review
Enter the period you would like to view your report
from: *
01.01.2014
To: *
31.08.2014
Preview
Leave Details
S.No. | Leave Type | From Date | End Date | Quota Used | Status
3 | EL | 07.07.2014 | 09.07.2014 | 3.00 | Approved
1 | CL | 30.05.2014 | 30.05.2014 | 1.00 | Approved
2 | CL | 14.03.2014 | 18.03.2014 | 0.00 | Approved

BENEFITS & PAYMENT

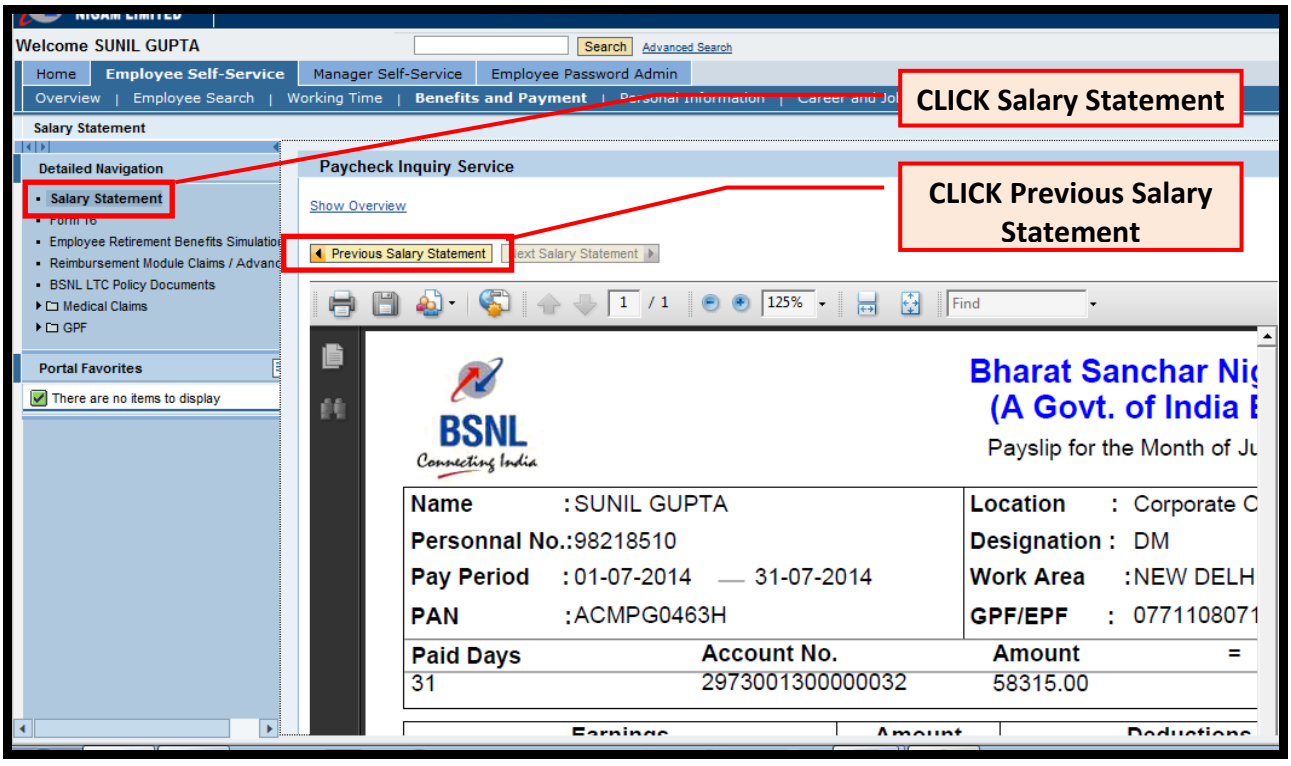
In this TAB

Users can View & Print

- Salary Statement(s) for current / past months.
- Form 16
- Employees Retirement Benefits simulation
- **Reimbursement Module- Claims/ Advances**
  Reimbursement claims e.g. Broadband Bill, Brief Case, Driving Charges, Electricity, Entertainment, Fuel, GSM Mobile Bill, Leave Travel Concession, Mobile Handset, News Paper, Fixed Telephone Bill and Towel.
- BSNL LTC Policy document.
- **Medical Claims**
  Outdoor Medical Claims
  Executive Health Check up
  Print Medical Claims
- **GPF**
  GPF Details (Raise GPF Advance / With drawl request)
  GPF Application Print
  GPF Ledger Details

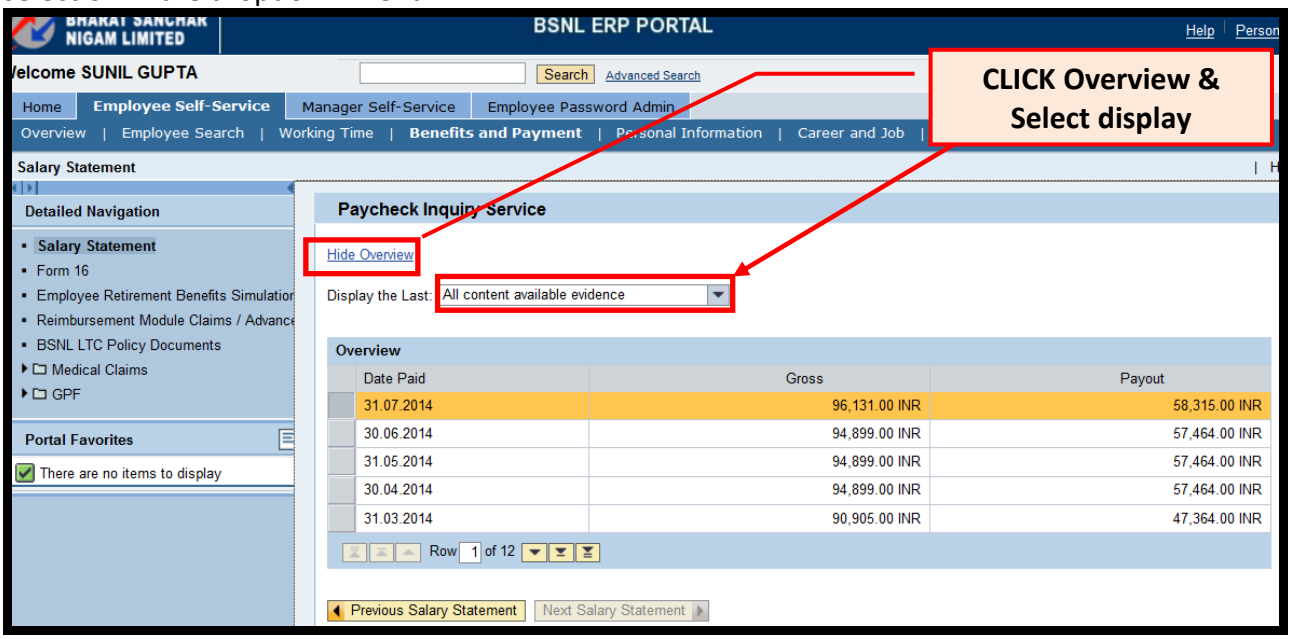
Salary Statement

By default, latest salary slip is visible. Users can view previous salary statements by clicking on tab Previous Salary Statement one by one.



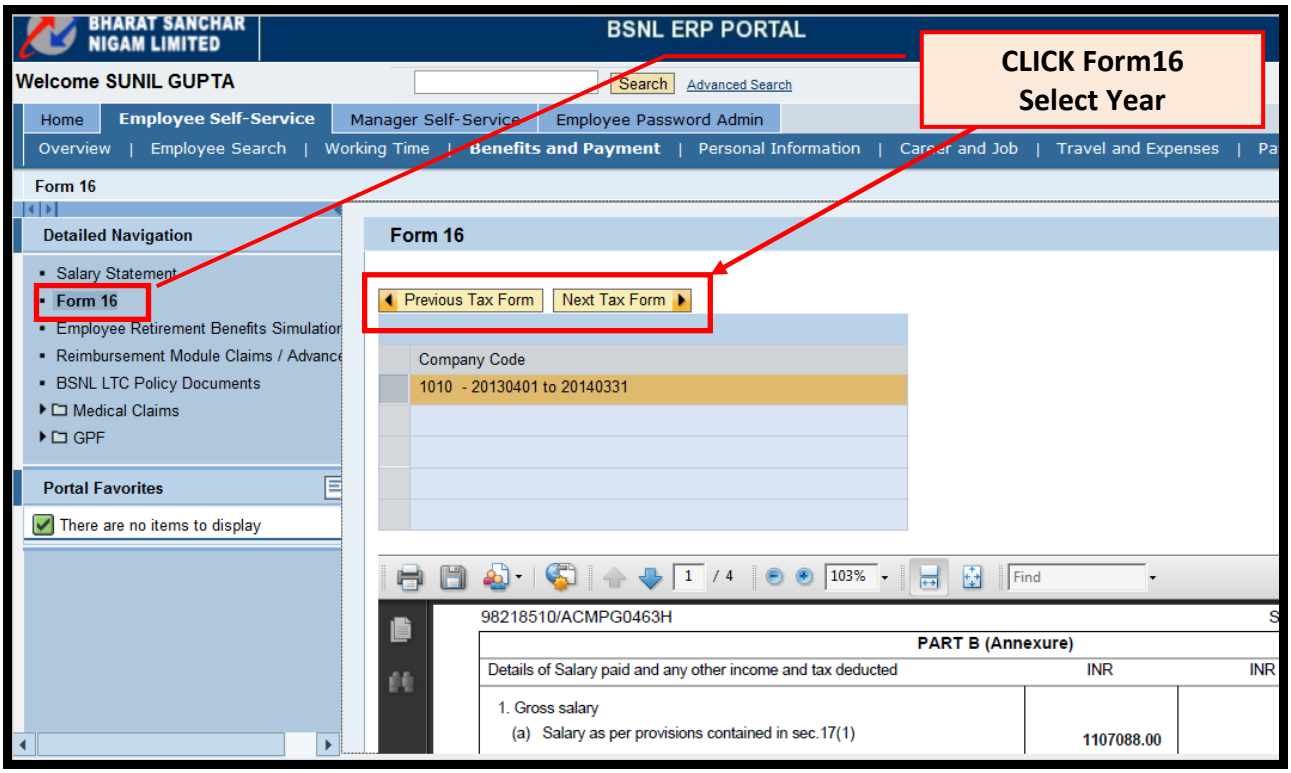
Pay check Inquiry service:

Click on the link Show Overview, a window opens up. Desired overview is displayed as per selection in the dropdown menu.



Form-16:

Form 16 can be displayed as defined by the user.



Reimbursement Module Claims & Advances:

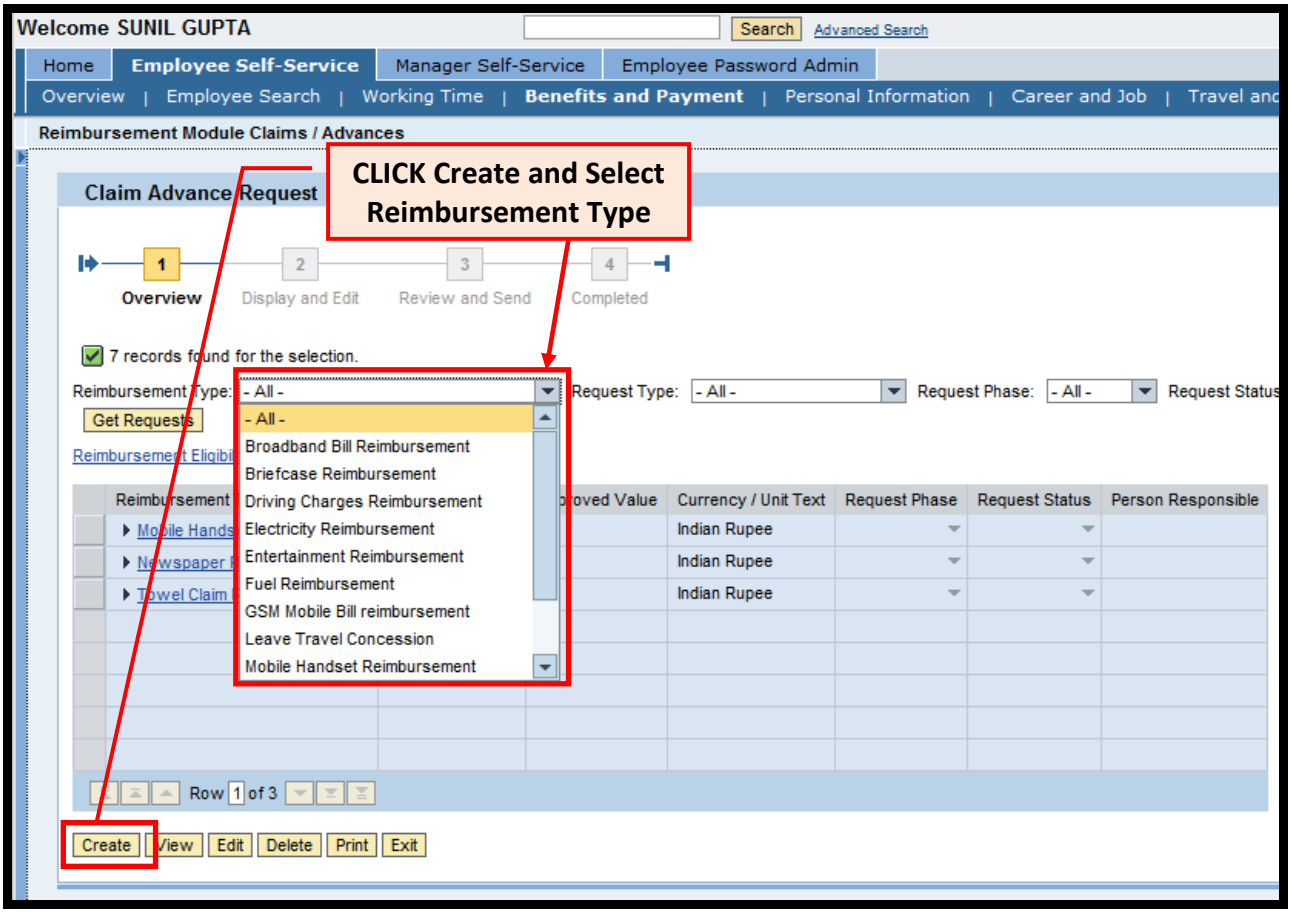
Various reimbursements and advances can be claimed here e.g. Broadband Bill, Brief Case, Driving Charges, Electricity, Entertainment, Fuel, GSM Mobile Bill, Leave Travel Concession, Mobile Handset, News Paper, Fixed Telephone Bill and Towel.

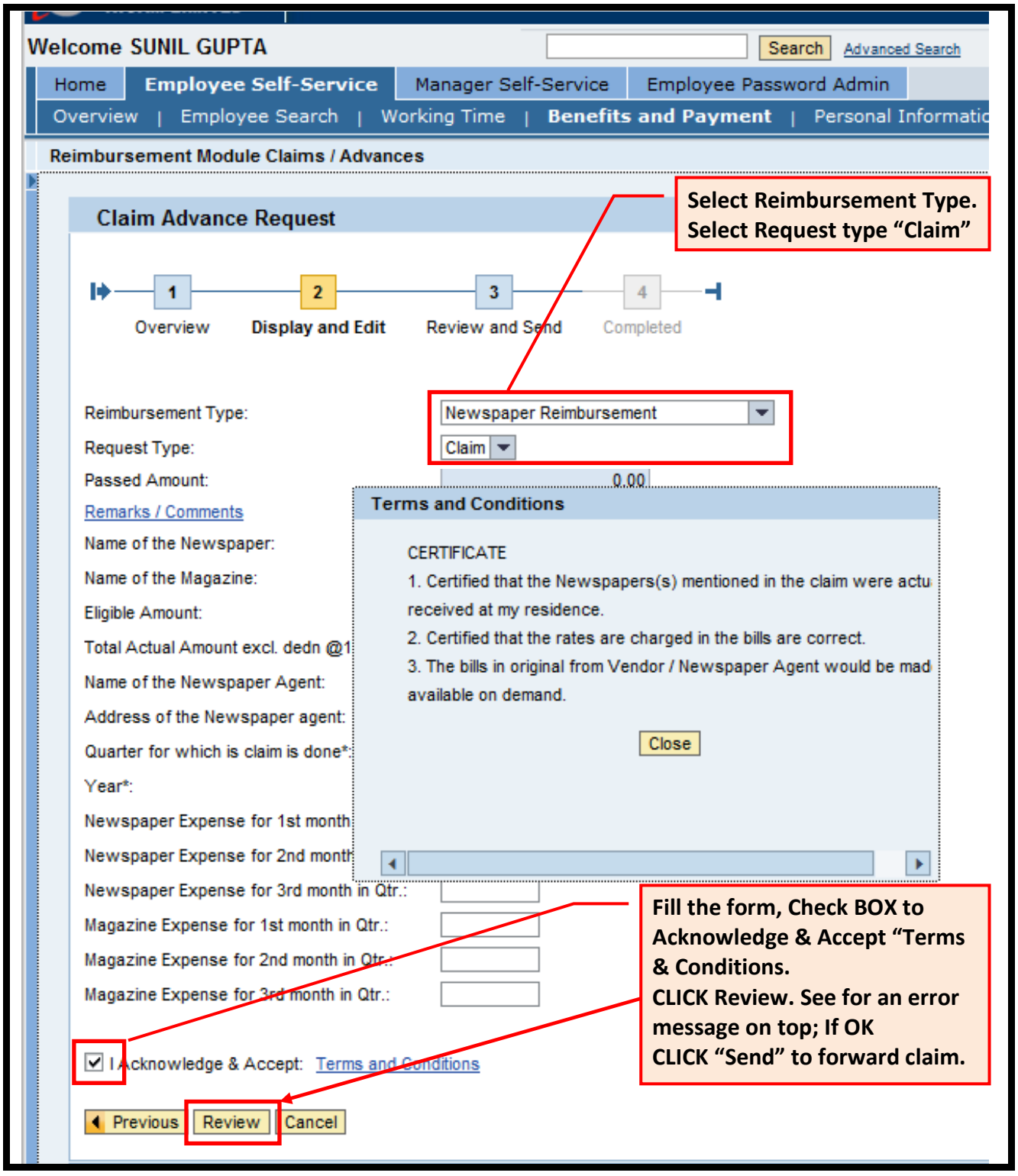
This menu facilitates to:

a. Create a new Claim
b. View status & Print existing claims.
c. Deletion / Edition / Request cancellation / cancellation depending upon type of claim.

Creating a new Reimbursement claim

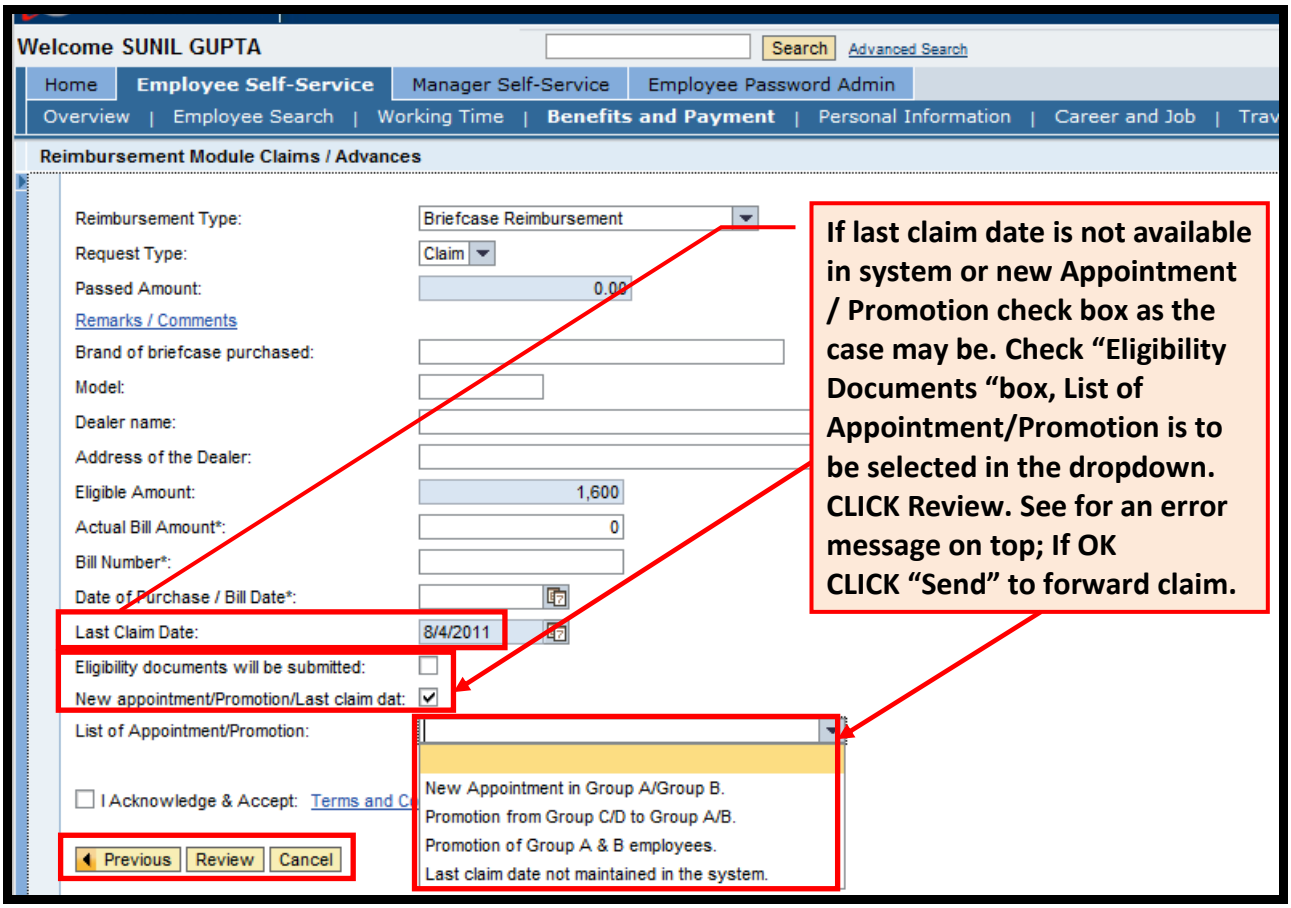
Reimbursement claims for Broadband Bill, Driving Charges, Electricity, Entertainment, Fuel, GSM Mobile Bill, News Paper, Fixed Telephone Bill and Towel




Welcome SUNIL GUPTA
Search
Advanced Search
Home
Employee Self-Service
Manager Self-Service
Employee Password Admin
Overview | Employee Search | Working Time | Benefits and Payment | Personal Informatic
Reimbursement Module Claims / Advances
Claim Advance Request
Select Reimbursement Type.
Select Request type "Claim"
1 Overview
2 Display and Edit
3 Review and Send
4 Completed
Reimbursement Type:
Newspaper Reimbursement
Request Type:
Claim
Passed Amount:
0.00
Remarks / Comments
Name of the Newspaper:
Name of the Magazine:
Eligible Amount:
Total Actual Amount excl. dedn @1
Name of the Newspaper Agent:
Address of the Newspaper agent:
Quarter for which is claim is done*:
Year*:
Newspaper Expense for 1st month
Newspaper Expense for 2nd month
Newspaper Expense for 3rd month in Qtr.:
Magazine Expense for 1st month in Qtr.:
Magazine Expense for 2nd month in Qtr.:
Magazine Expense for 3rd month in Qtr.:
Terms and Conditions
CERTIFICATE
1. Certified that the Newspapers(s) mentioned in the claim were actu
received at my residence.
2. Certified that the rates are charged in the bills are correct.
3. The bills in original from Vendor / Newspaper Agent would be mad
available on demand.
Close
I Acknowledge & Accept: Terms and Conditions
Fill the form, Check BOX to Acknowledge & Accept "Terms & Conditions.
CLICK Review. See for an error message on top; If OK
CLICK "Send" to forward claim.
Previous
Review
Cancel

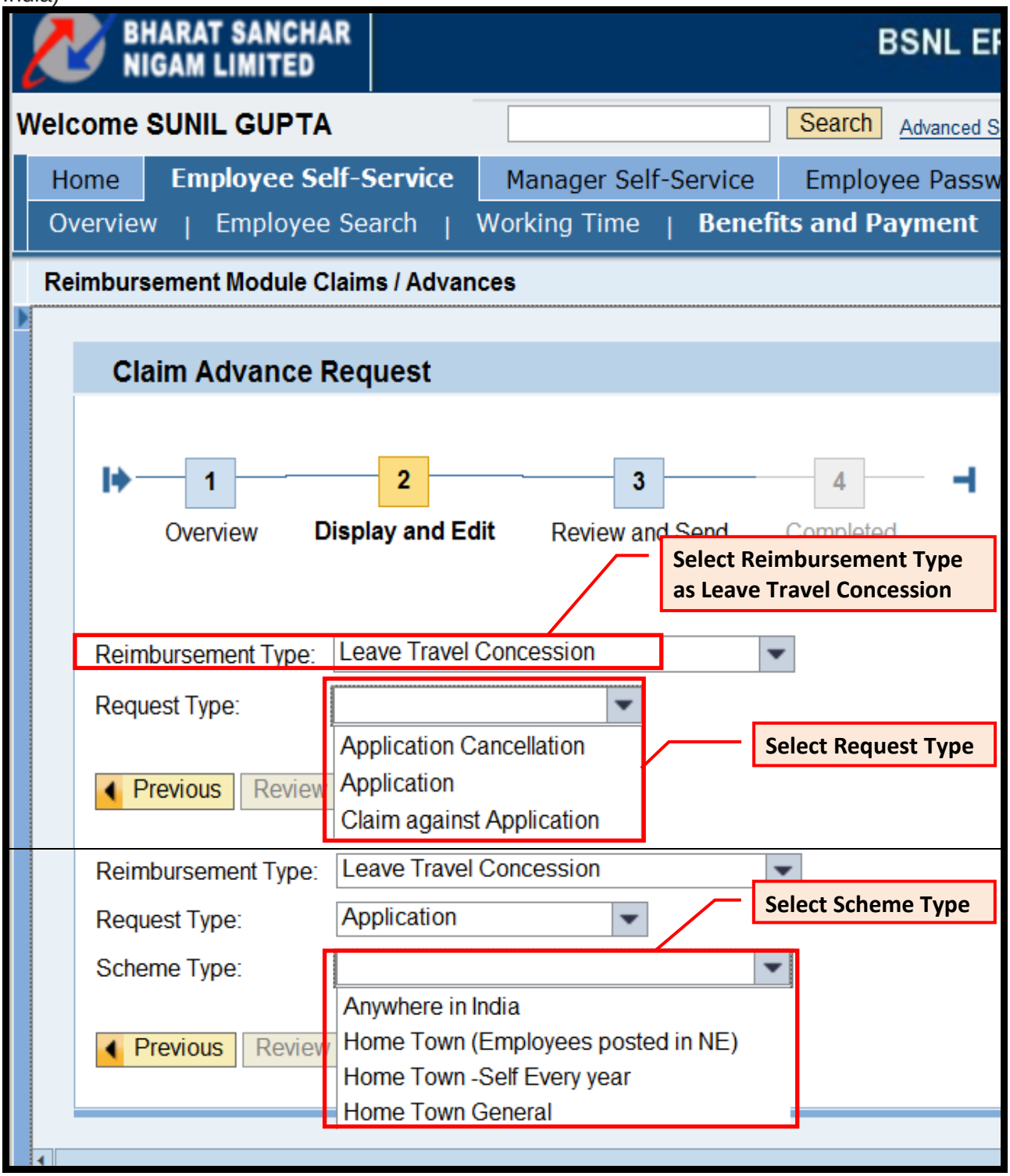
Creating a new Reimbursement claim- (Briefcase / Mobile Handset:

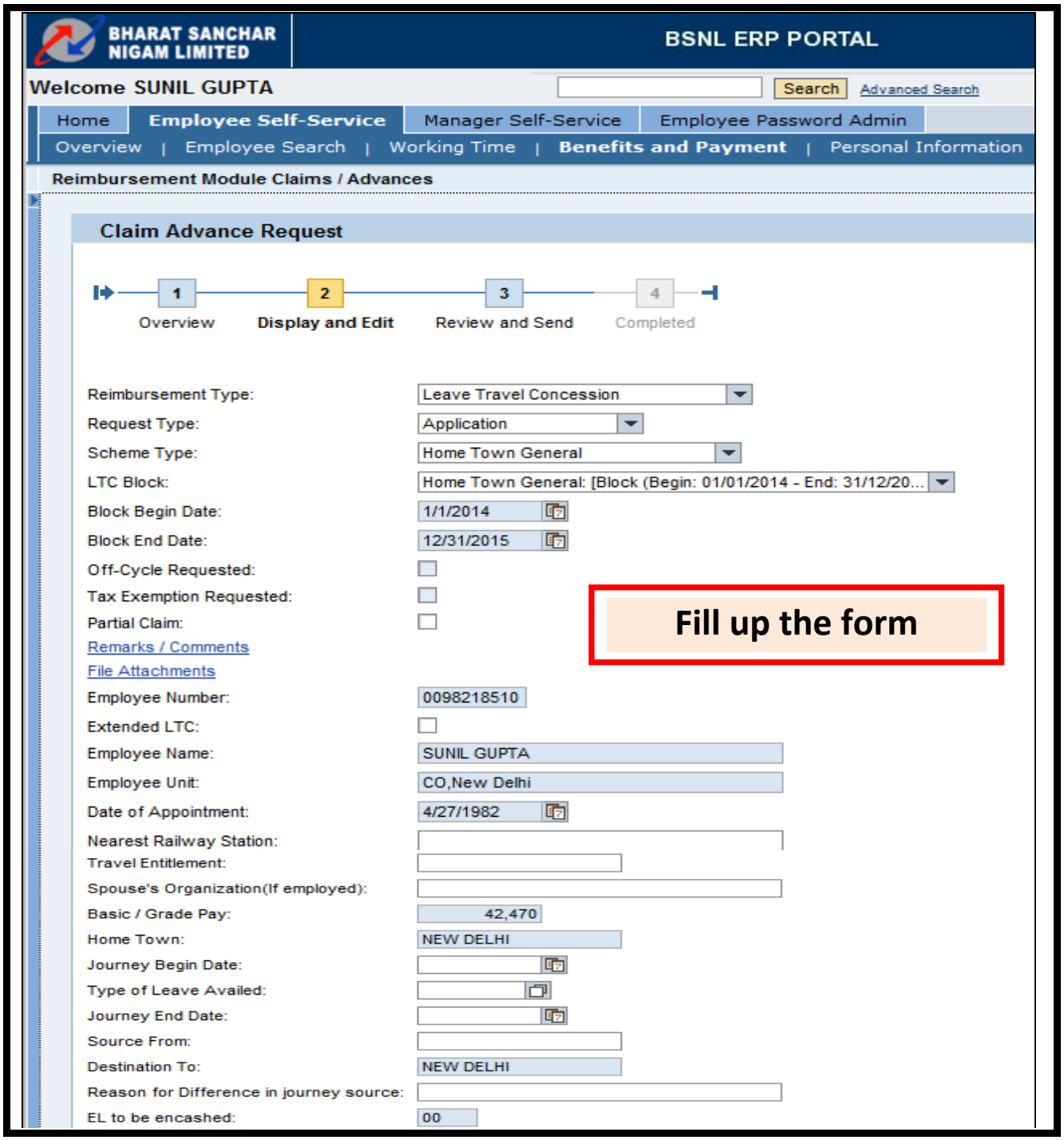
In case of claims for Brief Case and Mobile Handset, last claim dates are maintained in the system. But in case of Fresh Appointment, no such date can be available. Further in case of transfers the last claim dates are normally not available at the time of transfer. In cases where last claim date is not available in the system, some additional fields are available to facilitate the claimants to make claims timely e.g. Check box for submission of the eligibility documents with the claim. Rest of the procedure is same as in other reimbursement claims.

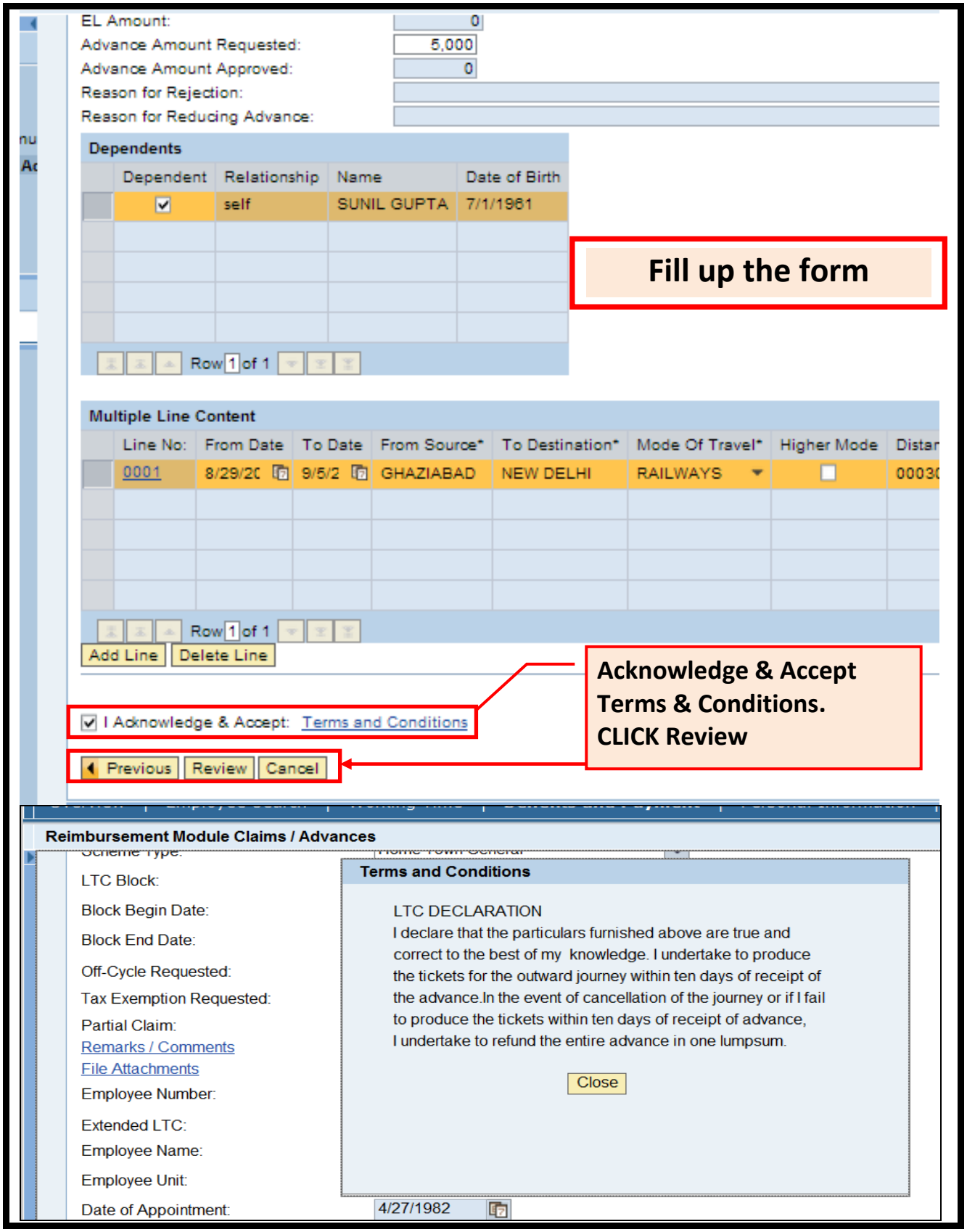

Welcome SUNIL GUPTA
Search
Advanced Search
Home
Employee Self-Service
Manager Self-Service
Employee Password Admin
Overview | Employee Search | Working Time | Benefits and Payment | Personal Information | Career and Job | Trav
Reimbursement Module Claims / Advances
Reimbursement Type: Briefcase Reimbursement
Request Type: Claim
Passed Amount: 0.00
Remarks / Comments
Brand of briefcase purchased:
Model:
Dealer name:
Address of the Dealer:
Eligible Amount: 1,600
Actual Bill Amount*: 0
Bill Number*:
Date of Purchase / Bill Date*:
Last Claim Date: 8/4/2011
Eligibility documents will be submitted:
New appointment/Promotion/Last claim dat:
List of Appointment/Promotion:
I Acknowledge & Accept: Terms and C
Previous
Review
Cancel
New Appointment in Group A/Group B.
Promotion from Group C/D to Group A/B.
Promotion of Group A & B employees.
Last claim date not maintained in the system.
If last claim date is not available in system or new Appointment / Promotion check box as the case may be. Check "Eligibility Documents "box, List of Appointment/Promotion is to be selected in the dropdown. CLICK Review. See for an error message on top; If OK CLICK "Send" to forward claim.

Creating a LTC Reimbursement / Advance claim:

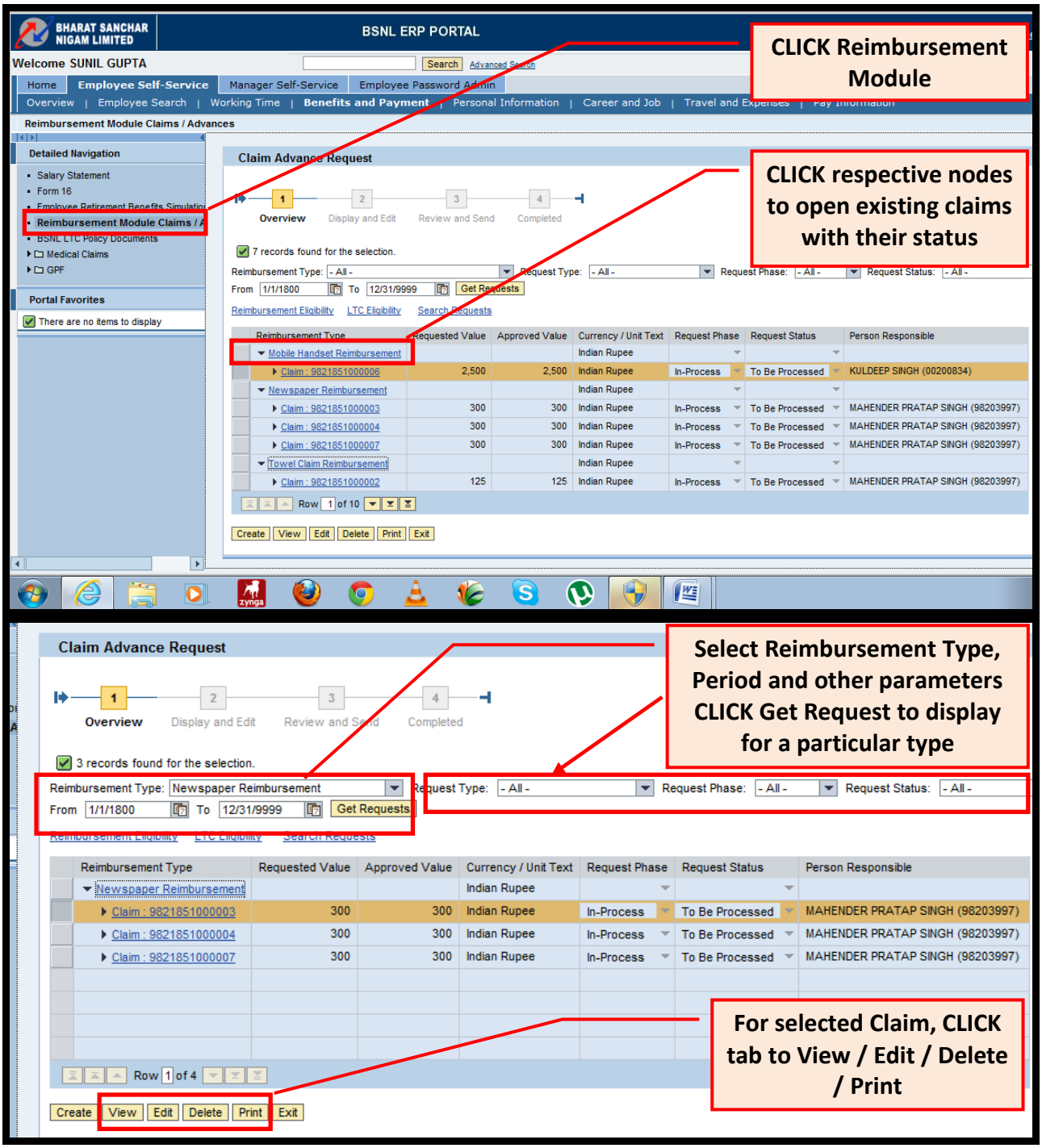
Employees who have completed 59 years of age, can only apply for general LTC (anywhere in India)




BHARAT SANCHAR NIGAM LIMITED
BSNL ERP PORTAL
Welcome SUNIL GUPTA
Search
Advanced Search
Home
Employee Self-Service
Manager Self-Service
Employee Password Admin
Overview | Employee Search | Working Time | Benefits and Payment | Personal Information
Reimbursement Module Claims / Advances
Claim Advance Request
1 Overview
2 Display and Edit
3 Review and Send
4 Completed
Reimbursement Type: Leave Travel Concession
Request Type: Application
Scheme Type: Home Town General
LTC Block: Home Town General: [Block (Begin: 01/01/2014 - End: 31/12/20...
Block Begin Date: 1/1/2014
Block End Date: 12/31/2015
Off-Cycle Requested:
Tax Exemption Requested:
Partial Claim:
Remarks / Comments
File Attachments
Employee Number: 0098218510
Extended LTC:
Employee Name: SUNIL GUPTA
Employee Unit: CO,New Delhi
Date of Appointment: 4/27/1982
Nearest Railway Station:
Travel Entitlement:
Spouse's Organization(If employed):
Basic / Grade Pay: 42,470
Home Town: NEW DELHI
Journey Begin Date:
Type of Leave Availed:
Journey End Date:
Source From:
Destination To: NEW DELHI
Reason for Difference in journey source:
EL to be encashed: 00
Fill up the form

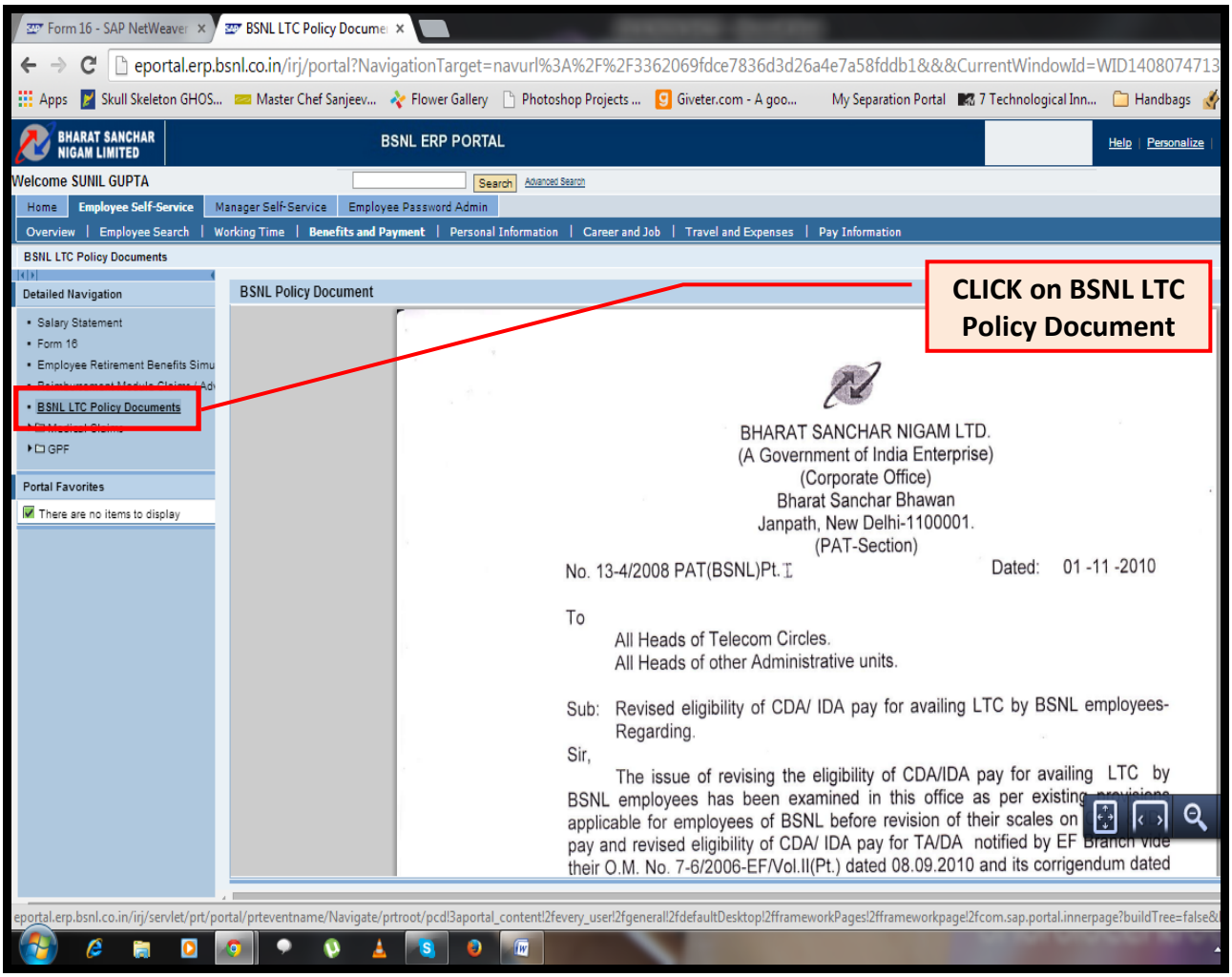

EL Amount: 0
Advance Amount Requested: 5,000
Advance Amount Approved: 0
Reason for Rejection:
Reason for Reducing Advance:
Dependents
Dependent | Relationship | Name | Date of Birth
self | SUNIL GUPTA | 7/1/1961
Row 1 of 1
Fill up the form
Multiple Line Content
Line No: | From Date | To Date | From Source* | To Destination* | Mode Of Travel* | Higher Mode | Distar
0001 | 8/29/20 | 9/5/2 | GHAZIABAD | NEW DELHI | RAILWAYS
Row 1 of 1
Add Line
Delete Line
I Acknowledge & Accept: Terms and Conditions
Acknowledge & Accept Terms & Conditions. CLICK Review
Previous
Review
Cancel
Reimbursement Module Claims / Advances
LTC Block:
Block Begin Date:
Block End Date:
Off-Cycle Requested:
Tax Exemption Requested:
Partial Claim:
Remarks / Comments
File Attachments
Employee Number:
Extended LTC:
Employee Name:
Employee Unit:
Date of Appointment: 4/27/1982
Terms and Conditions
LTC DECLARATION
I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within ten days of receipt of the advance.In the event of cancellation of the journey or if I fail to produce the tickets within ten days of receipt of advance, I undertake to refund the entire advance in one lumpsum.
Close

View / Edit existing Reimbursement claims:

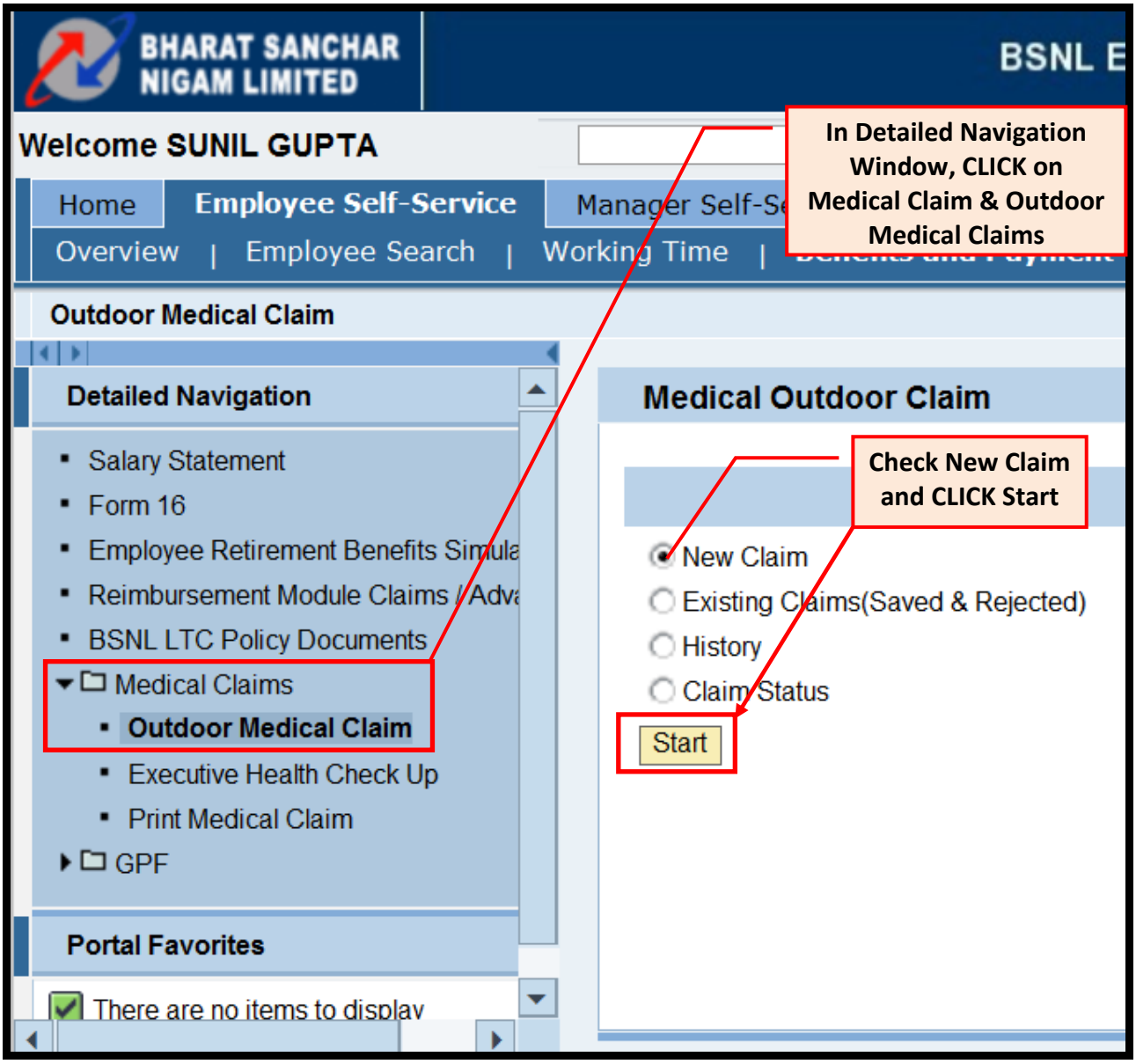


BSNL LTC Policy Document:

In detailed Navigation Window Click on BSNL LTC Policy Document. Circular on subject “Revised Eligibility of CDA / IDA pay for availing LTC by BSNL Employees” opens on the screen for view / save / printing.


BSNL ERP PORTAL
Welcome SUNIL GUPTA
Home
Employee Self-Service
Manager Self-Service
Employee Password Admin
Overview | Employee Search | Working Time | Benefits and Payment | Personal Information | Career and Job | Travel and Expenses | Pay Information
BSNL LTC Policy Documents
Detailed Navigation
Salary Statement
Form 16
Employee Retirement Benefits Simu
BSNL LTC Policy Documents
GPF
Portal Favorites
There are no items to display
BSNL Policy Document
CLICK on BSNL LTC Policy Document
BHARAT SANCHAR NIGAM LTD.
(A Government of India Enterprise)
(Corporate Office)
Bharat Sanchar Bhawan
Janpath, New Delhi-1100001.
(PAT-Section)
No. 13-4/2008 PAT(BSNL)Pt.I
Dated: 01 -11 -2010
To
All Heads of Telecom Circles.
All Heads of other Administrative units.
Sub: Revised eligibility of CDA/ IDA pay for availing LTC by BSNL employees- Regarding.
Sir,
The issue of revising the eligibility of CDA/IDA pay for availing LTC by BSNL employees has been examined in this office as per existing
applicable for employees of BSNL before revision of their scales on
pay and revised eligibility of CDA/ IDA pay for TA/DA notified by EF
their O.M. No. 7-6/2006-EF/Vol.II(Pt.) dated 08.09.2010 and its corrigendum dated

Medical Claims:

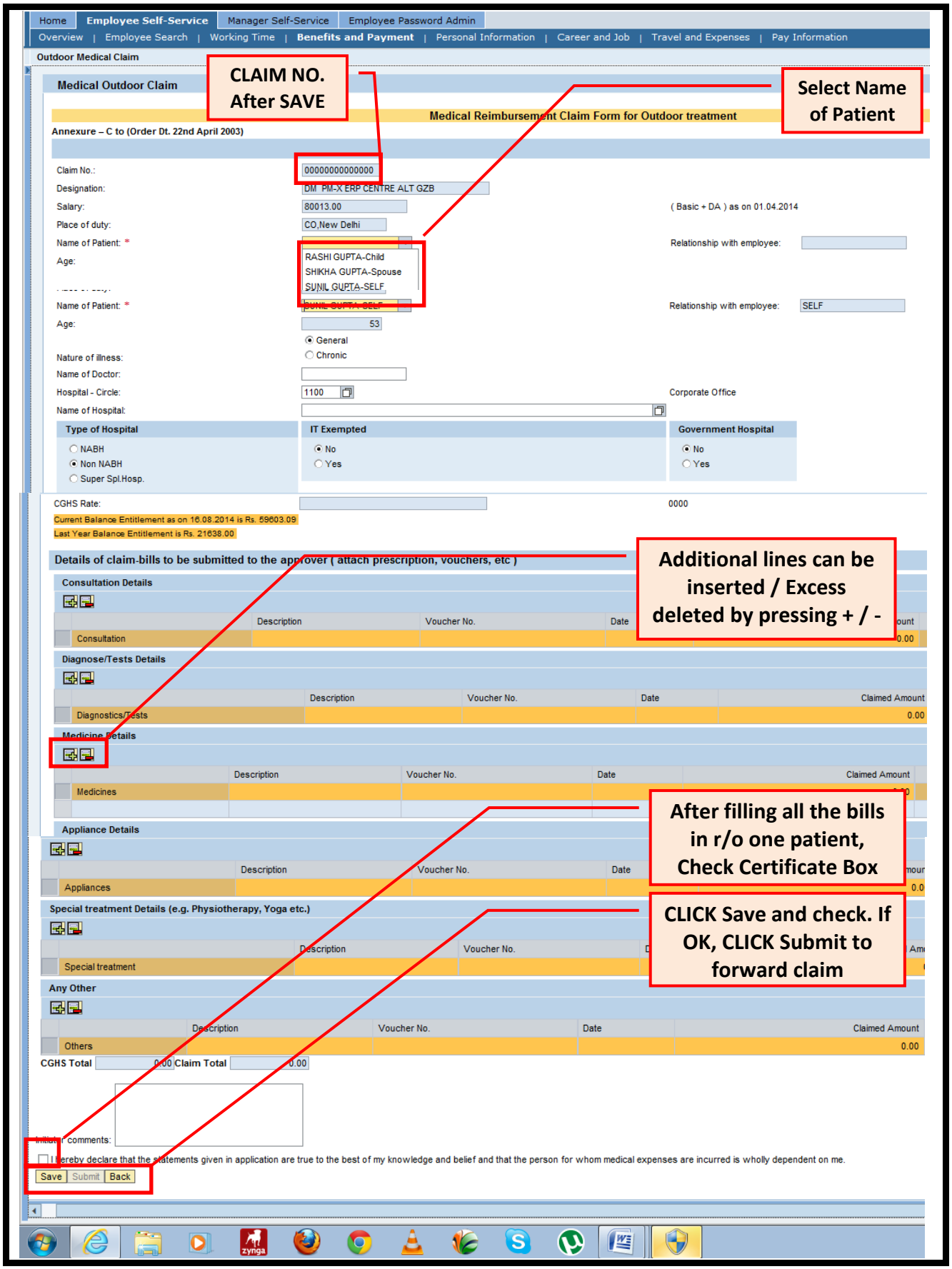


A form is opened on the screen. Fill the same and submit for pass & payment.

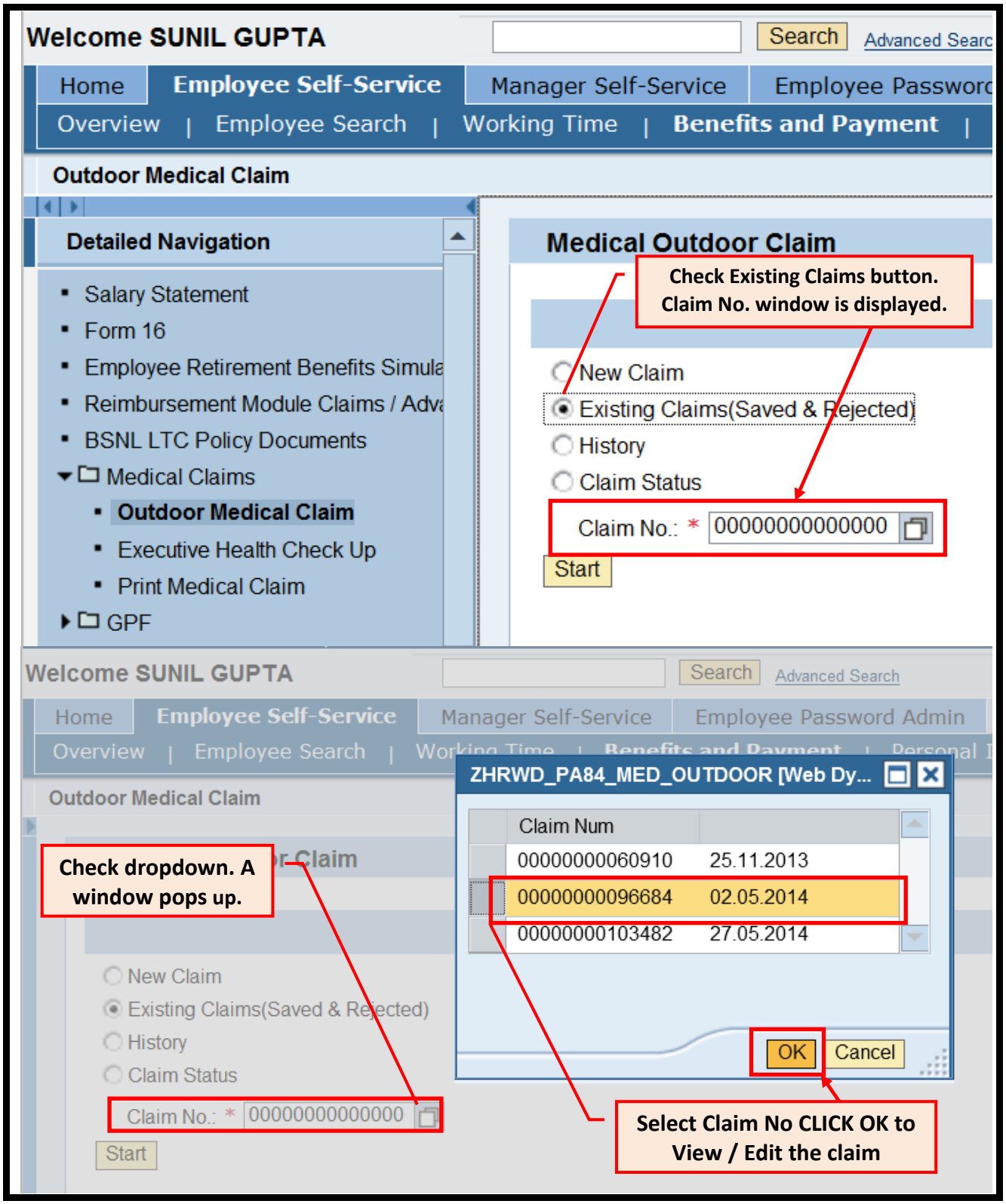
Remember in E.S.S.:

1. **Medical claim for every individual is to be done separately.**
2. **All Medical claims will be paid once in a month along with salary.**
3. **Payment is credited to bank account for all type of claims.**

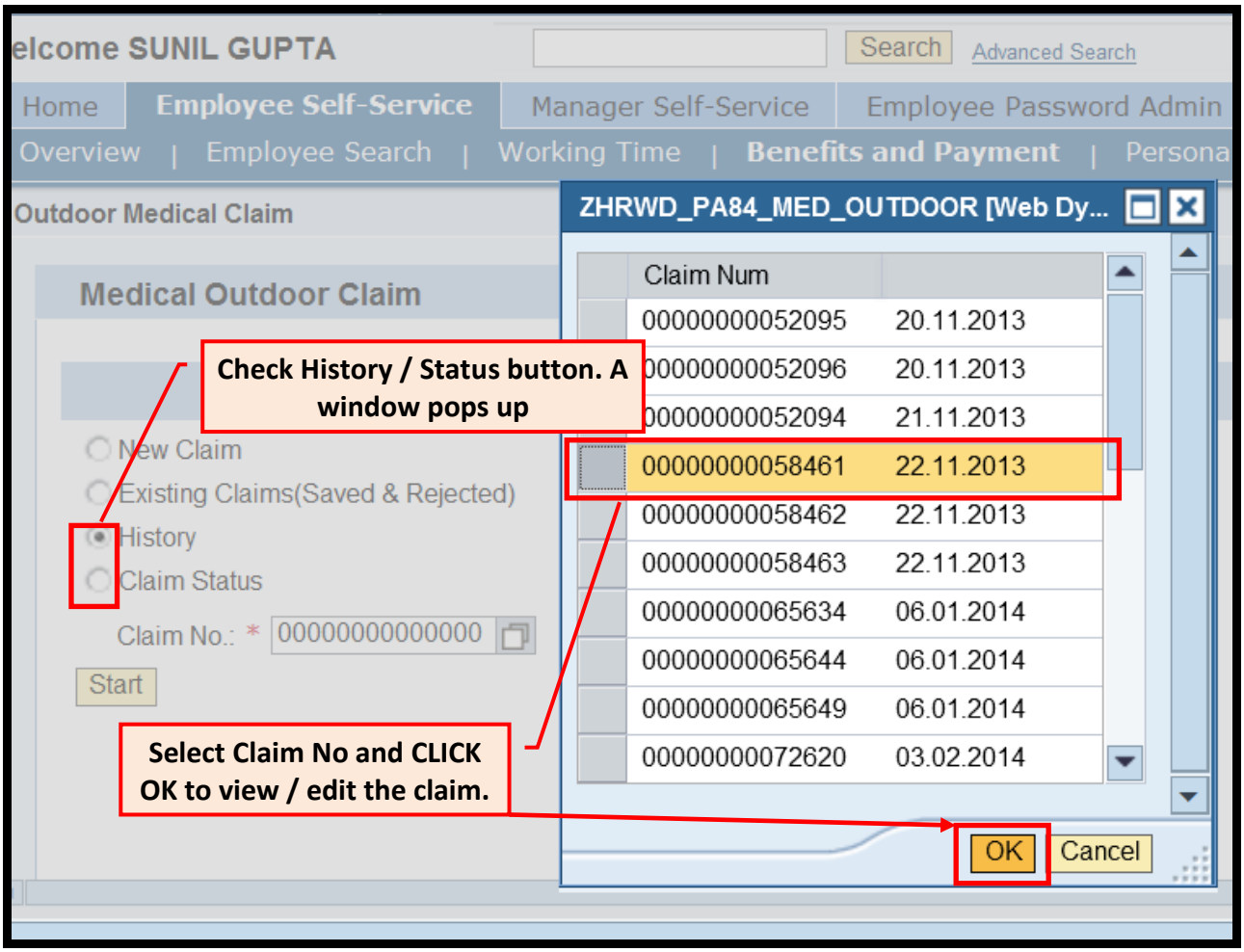
Create new medical claim



To view / edit existing claim

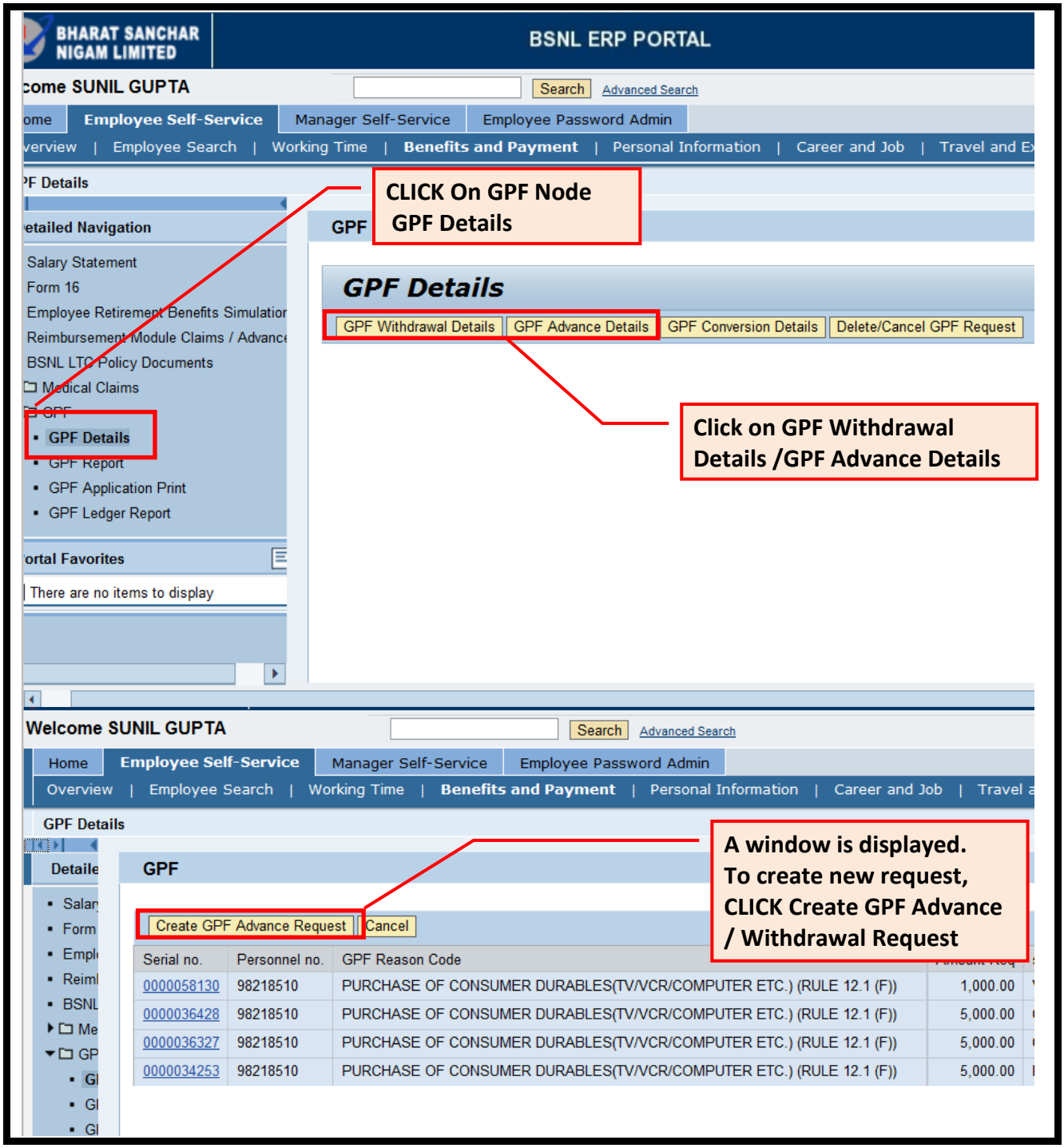


View History / Status of Medical claims

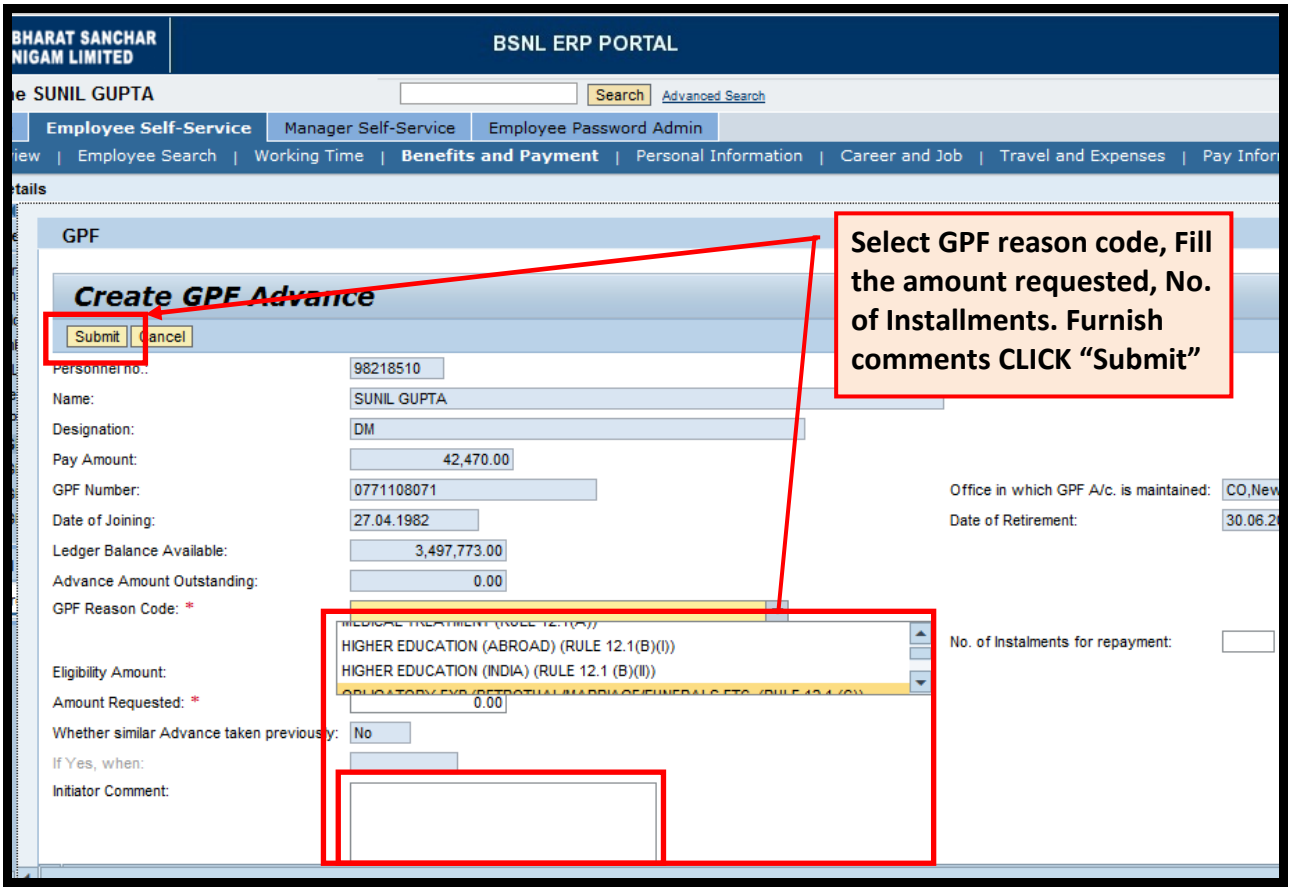


GPF

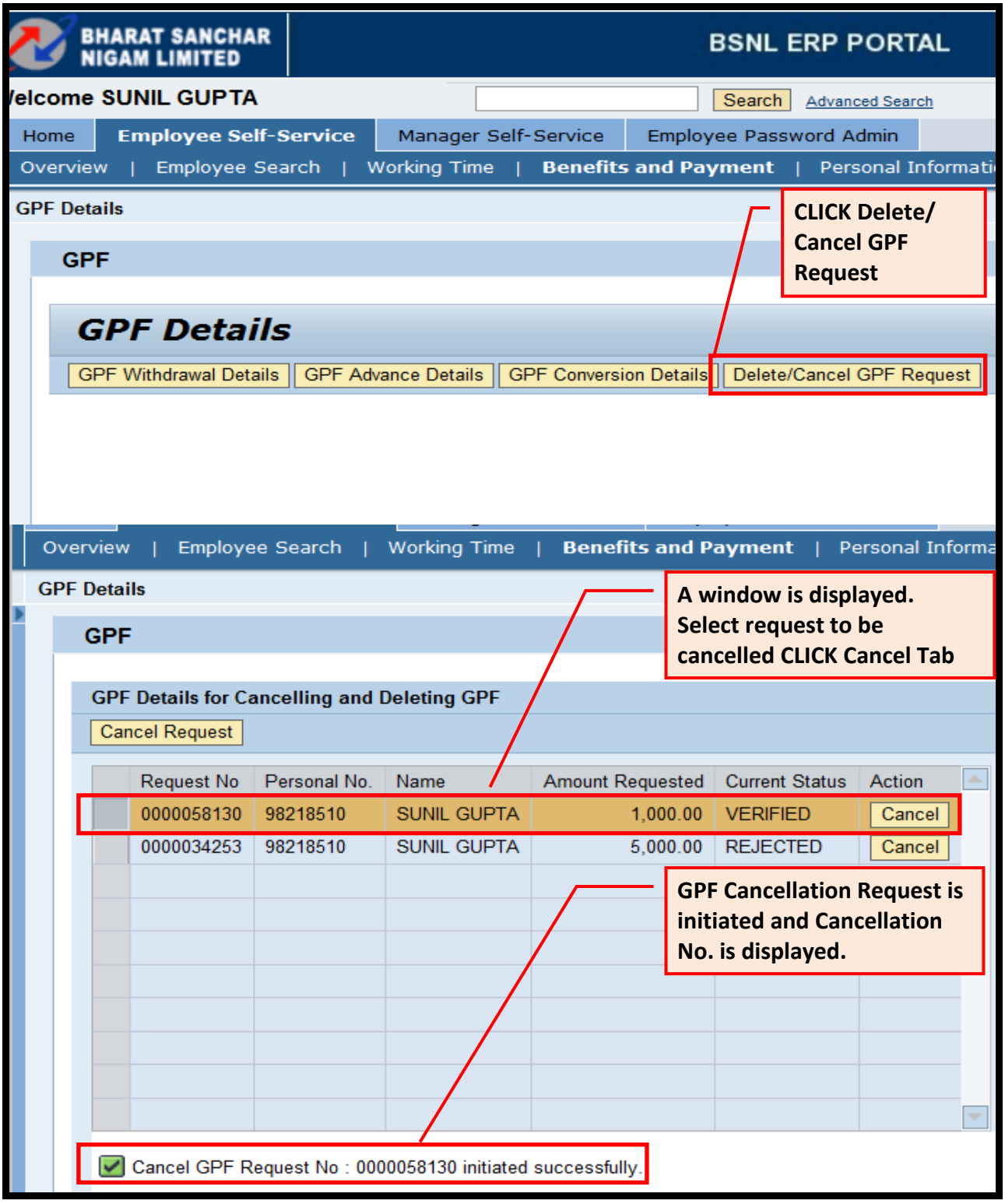
Press GPF Node in Detailed Navigation Window and Click GPF Details. Following screen is displayed:


BHARAT SANCHAR NIGAM LIMITED
BSNL ERP PORTAL
come SUNIL GUPTA
Search
Advanced Search
ome
Employee Self-Service
Manager Self-Service
Employee Password Admin
verview | Employee Search | Working Time | Benefits and Payment | Personal Information | Career and Job | Travel and Ex
F Details
etailed Navigation
Salary Statement
Form 16
Employee Retirement Benefits Simulatior
Reimbursement Module Claims / Advance
BSNL LTC Policy Documents
Medical Claims
GPF
GPF Details
GPF Report
GPF Application Print
GPF Ledger Report
ortal Favorites
There are no items to display
GPF
CLICK On GPF Node
GPF Details
GPF Details
GPF Withdrawal Details
GPF Advance Details
GPF Conversion Details
Delete/Cancel GPF Request
Click on GPF Withdrawal Details /GPF Advance Details
Welcome SUNIL GUPTA
Search
Advanced Search
Home
Employee Self-Service
Manager Self-Service
Employee Password Admin
Overview | Employee Search | Working Time | Benefits and Payment | Personal Information | Career and Job | Travel a
GPF Details
GPF
Create GPF Advance Request
Cancel
A window is displayed.
To create new request,
CLICK Create GPF Advance / Withdrawal Request
Serial no.
Personnel no.
GPF Reason Code
0000058130 98218510 PURCHASE OF CONSUMER DURABLES(TV/VCR/COMPUTER ETC.) (RULE 12.1 (F)) 1,000.00
0000036428 98218510 PURCHASE OF CONSUMER DURABLES(TV/VCR/COMPUTER ETC.) (RULE 12.1 (F)) 5,000.00
0000036327 98218510 PURCHASE OF CONSUMER DURABLES(TV/VCR/COMPUTER ETC.) (RULE 12.1 (F)) 5,000.00
0000034253 98218510 PURCHASE OF CONSUMER DURABLES(TV/VCR/COMPUTER ETC.) (RULE 12.1 (F)) 5,000.00

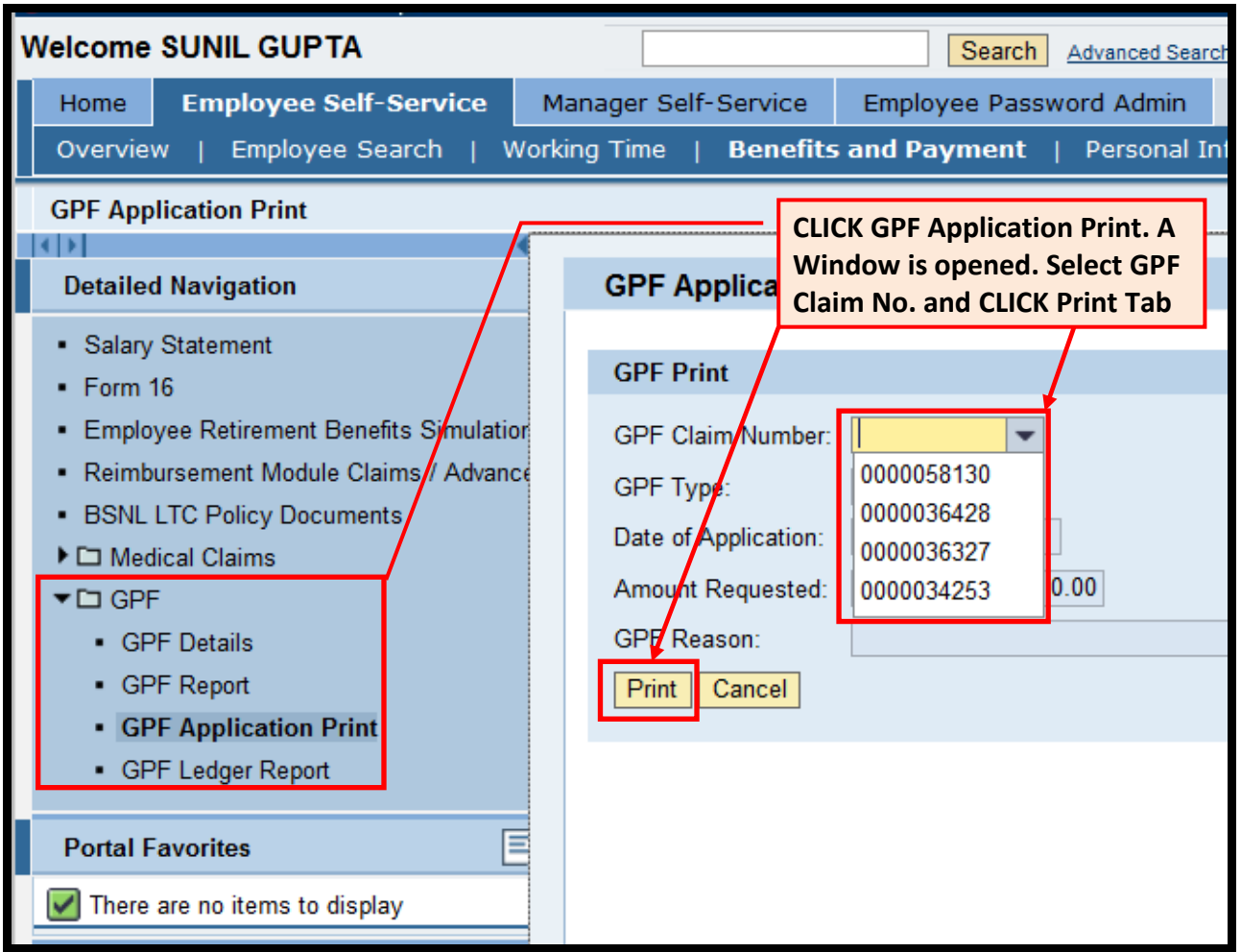
Create GPF Advance / Withdrawal request

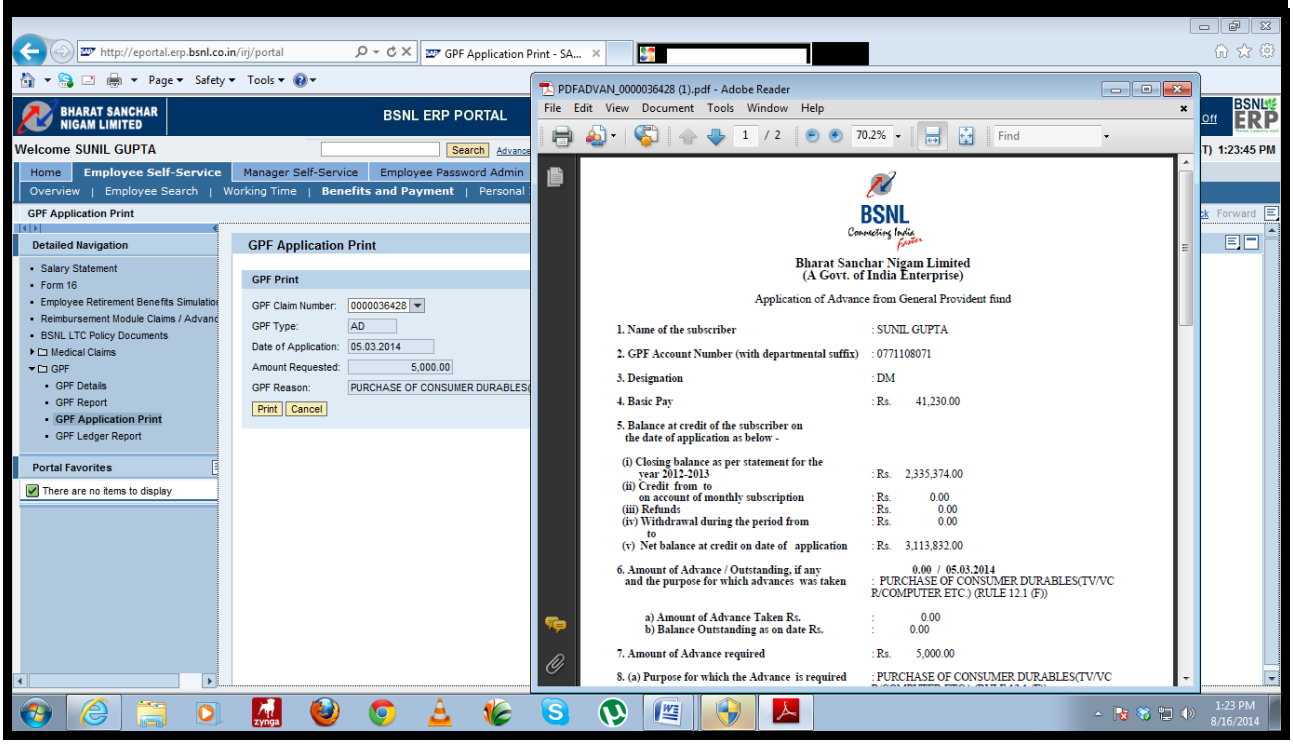

BHARAT SANCHAR NIGAM LIMITED
BSNL ERP PORTAL
SUNIL GUPTA
Search
Advanced Search
Employee Self-Service
Manager Self-Service
Employee Password Admin
Employee Search | Working Time | Benefits and Payment | Personal Information | Career and Job | Travel and Expenses
GPF
Create GPF Advance
Submit
Cancel
Personnel no.: 98218510
Name: SUNIL GUPTA
Designation: DM
Pay Amount: 42,470.00
GPF Number: 0771108071
Date of Joining: 27.04.1982
Ledger Balance Available: 3,497,773.00
Advance Amount Outstanding: 0.00
GPF Reason Code: *
HIGHER EDUCATION (ABROAD) (RULE 12.1(B)(I))
HIGHER EDUCATION (INDIA) (RULE 12.1 (B)(II))
Eligibility Amount:
Amount Requested: * 0.00
Whether similar Advance taken previously: No
If Yes, when:
Initiator Comment:
Office in which GPF A/c. is maintained:
Date of Retirement:
No. of Instalments for repayment:
Select GPF reason code, Fill the amount requested, No. of Installments. Furnish comments CLICK "Submit"

Cancellation of GPF Request

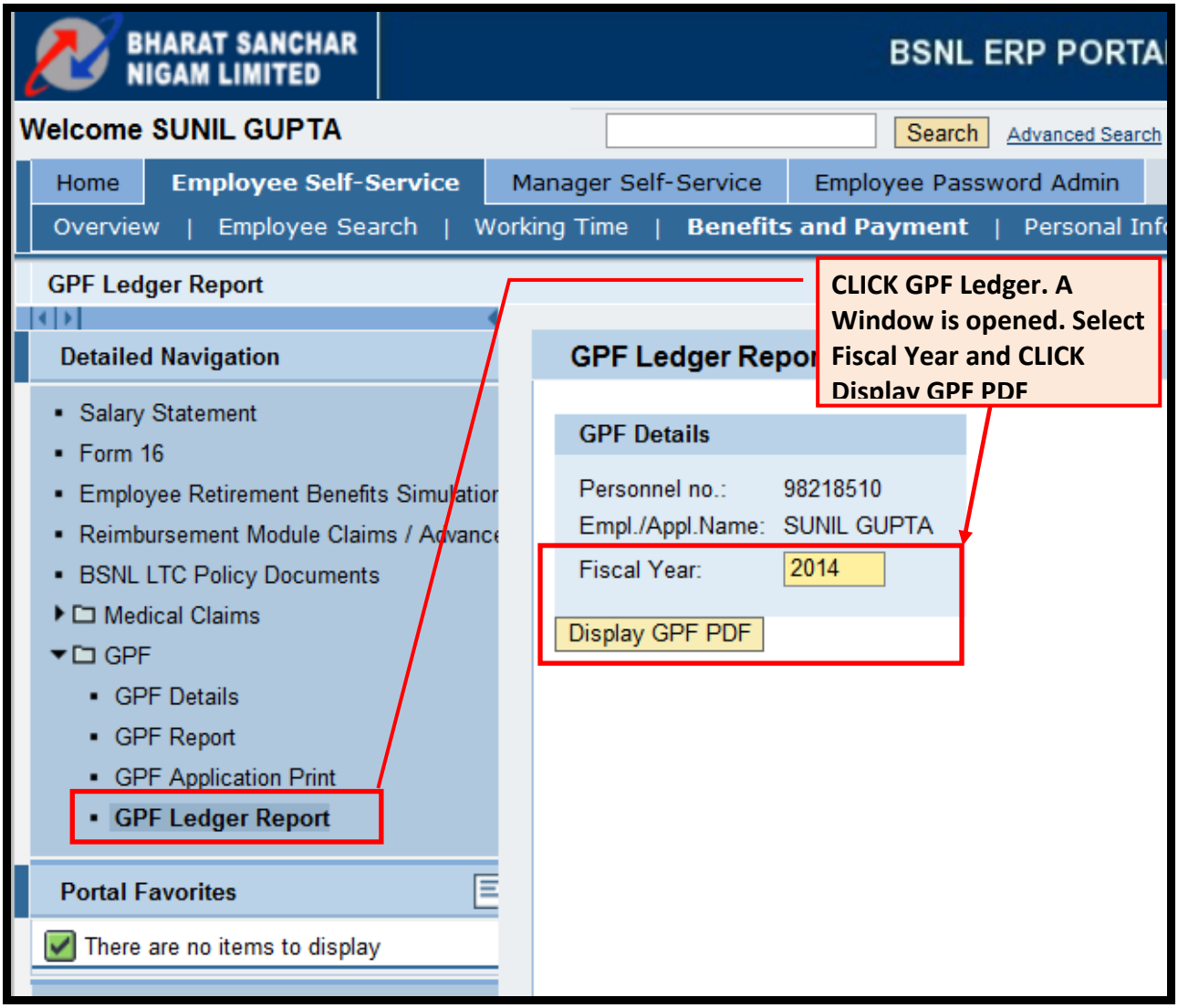


Printing of GPF Request

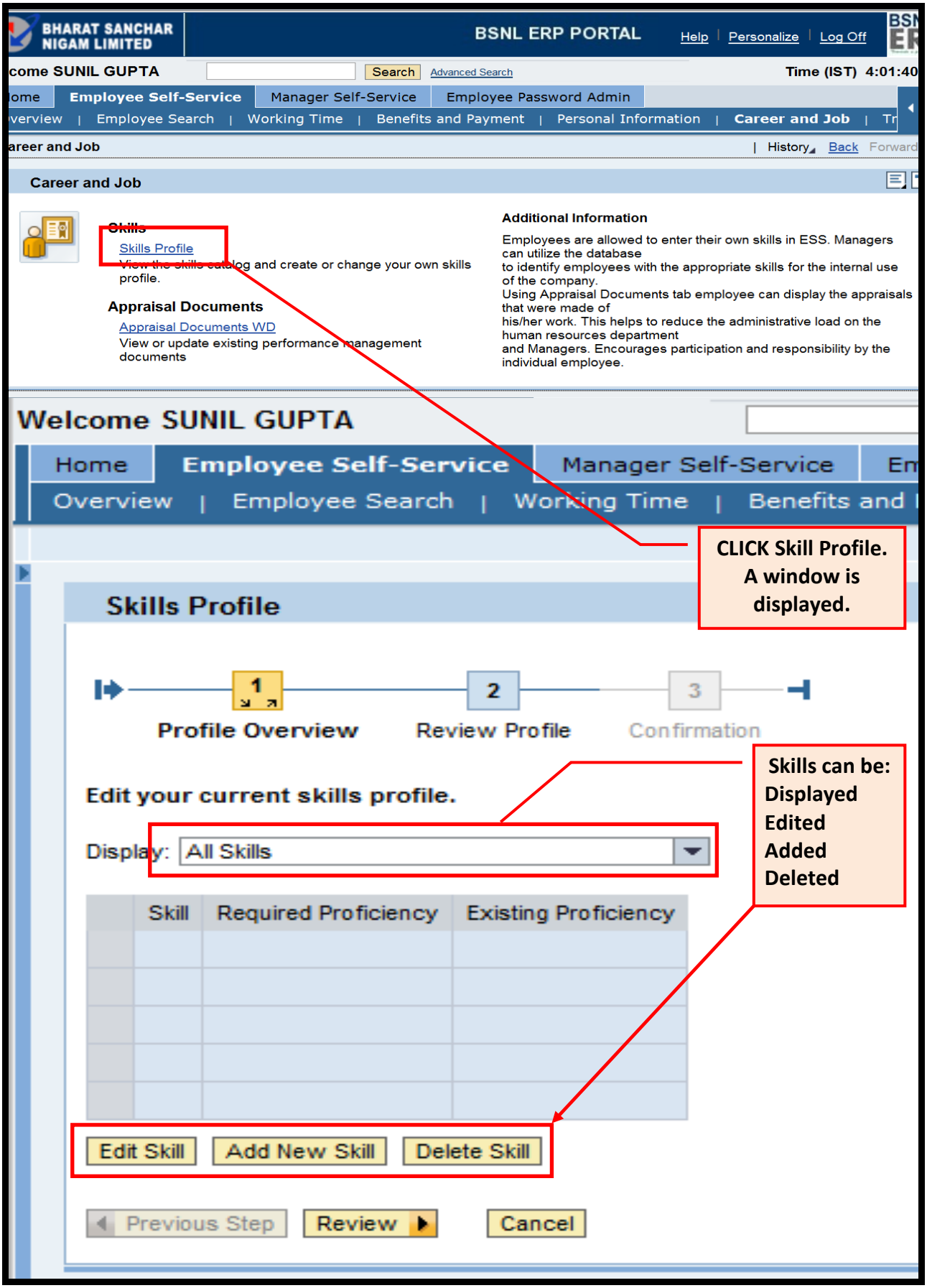



BHARAT SANCHAR NIGAM LIMITED
BSNL ERP PORTAL
Welcome SUNIL GUPTA
GPF Application Print
GPF Print
GPF Claim Number: 0000036428
GPF Type: AD
Date of Application: 05.03.2014
Amount Requested: 5,000.00
GPF Reason: PURCHASE OF CONSUMER DURABLES(
Print
Cancel
PDFADVAN_0000036428 (1).pdf - Adobe Reader
BSNL
Bharat Sanchar Nigam Limited
(A Govt. of India Enterprise)
Application of Advance from General Provident fund
1. Name of the subscriber : SUNIL GUPTA
2. GPF Account Number (with departmental suffix) : 0771108071
3. Designation : DM
4. Basic Pay : Rs. 41,230.00
5. Balance at credit of the subscriber on the date of application as below -
(i) Closing balance as per statement for the year 2012-2013 : Rs. 2,335,374.00
(ii) Credit from to on account of monthly subscription : Rs. 0.00
(iii) Refunds : Rs. 0.00
(iv) Withdrawal during the period from to : Rs. 0.00
(v) Net balance at credit on date of application : Rs. 3,113,832.00
6. Amount of Advance / Outstanding, if any and the purpose for which advances was taken 0.00 / 05.03.2014 : PURCHASE OF CONSUMER DURABLES(TV/VC R/COMPUTER ETC.) (RULE 12.1 (F))
a) Amount of Advance Taken Rs. : 0.00
b) Balance Outstanding as on date Rs. : 0.00
7. Amount of Advance required : Rs. 5,000.00
8. (a) Purpose for which the Advance is required : PURCHASE OF CONSUMER DURABLES(TV/VC

View / Print GPF Ledger

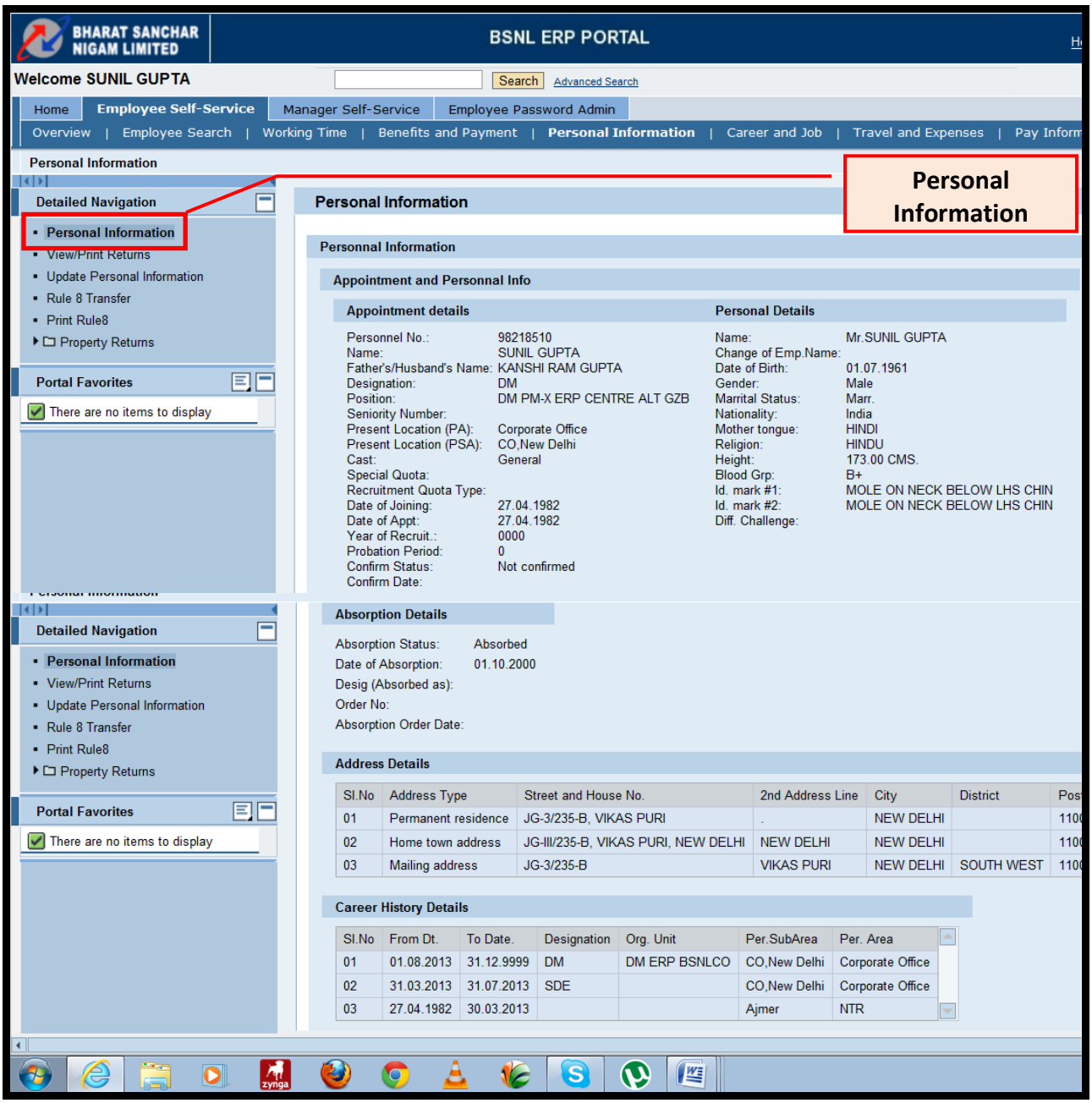


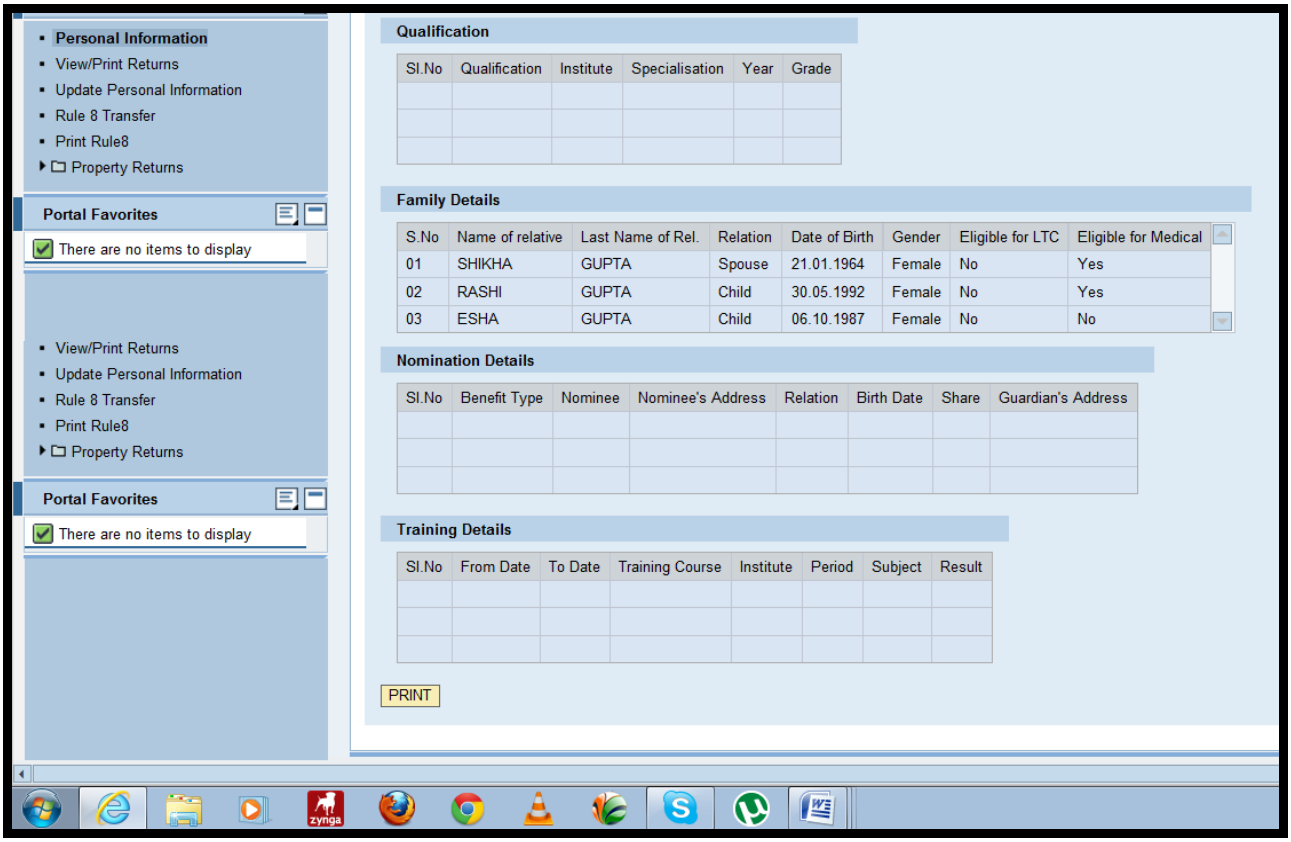
CAREER & JOB


BHARAT SANCHAR NIGAM LIMITED
BSNL ERP PORTAL
Help | Personalize | Log Off
come SUNIL GUPTA
Search
Advanced Search
Time (IST) 4:01:40
Employee Self-Service
Manager Self-Service
Employee Password Admin
Employee Search | Working Time | Benefits and Payment | Personal Information | Career and Job
Career and Job
History Back Forward
Skills
Skills Profile
View the skills catalog and create or change your own skills profile.
Appraisal Documents
Appraisal Documents WD
View or update existing performance management documents
Additional Information
Employees are allowed to enter their own skills in ESS. Managers can utilize the database to identify employees with the appropriate skills for the internal use of the company.
Using Appraisal Documents tab employee can display the appraisals that were made of his/her work. This helps to reduce the administrative load on the human resources department and Managers. Encourages participation and responsibility by the individual employee.
Welcome SUNIL GUPTA
Home
Employee Self-Service
Manager Self-Service
Overview | Employee Search | Working Time | Benefits and
CLICK Skill Profile. A window is displayed.
Skills Profile
1 Profile Overview
2 Review Profile
3 Confirmation
Edit your current skills profile.
Display: All Skills
Skills can be: Displayed Edited Added Deleted
Skill
Required Proficiency
Existing Proficiency
Edit Skill
Add New Skill
Delete Skill
Previous Step
Review
Cancel

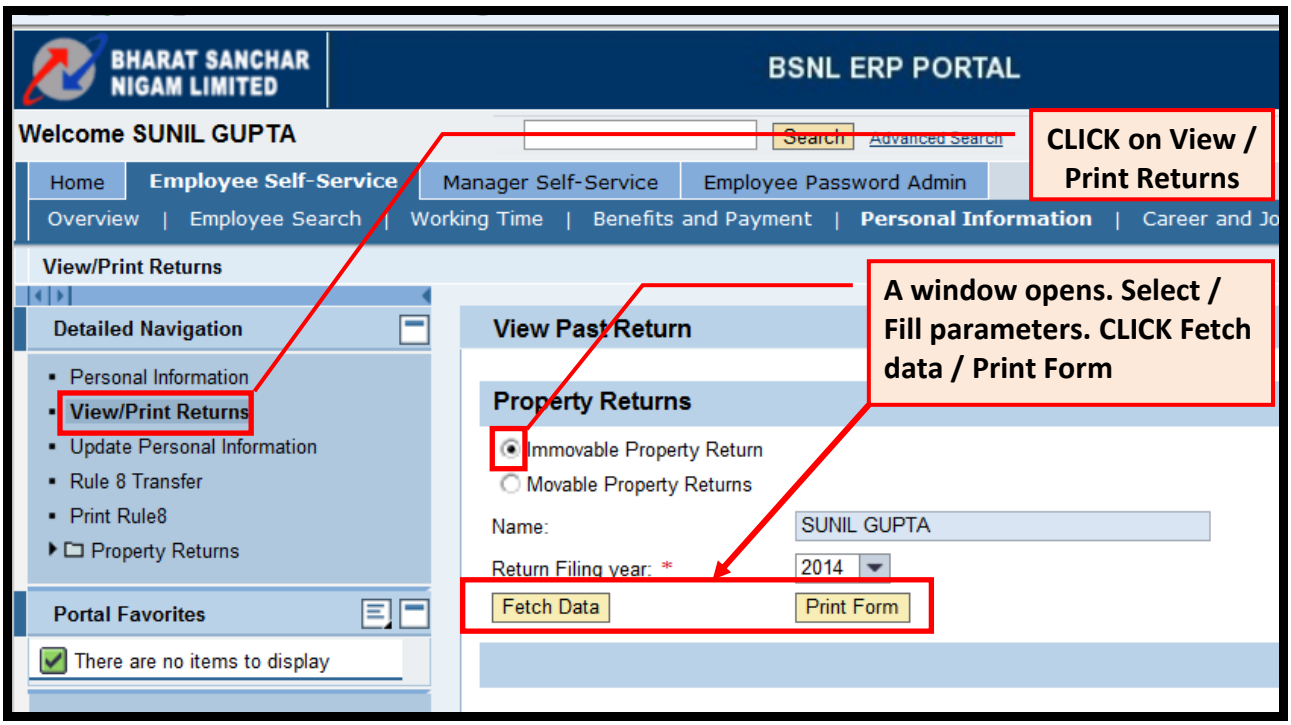
PERSONAL INFORMATION

In Personal Information tab, Detailed Navigation Window, Click Personal Information: A Screen with personal details is displayed:


BHARAT SANCHAR NIGAM LIMITED
BSNL ERP PORTAL
Welcome SUNIL GUPTA
Search
Advanced Search
Home
Employee Self-Service
Manager Self-Service
Employee Password Admin
Overview | Employee Search | Working Time | Benefits and Payment | Personal Information | Career and Job | Travel and Expenses | Pay Inform
Personal Information
Detailed Navigation
Personal Information
View/Print Returns
Update Personal Information
Rule 8 Transfer
Print Rule8
Property Returns
Portal Favorites
There are no items to display
Personal Information
Personnal Information
Appointment and Personnal Info
Appointment details
Personnel No.: 98218510
Name: SUNIL GUPTA
Father's/Husband's Name: KANSHI RAM GUPTA
Designation: DM
Position: DM PM-X ERP CENTRE ALT GZB
Seniority Number:
Present Location (PA): Corporate Office
Present Location (PSA): CO,New Delhi
Cast: General
Special Quota:
Recruitment Quota Type:
Date of Joining: 27.04.1982
Date of Appt: 27.04.1982
Year of Recruit.: 0000
Probation Period: 0
Confirm Status: Not confirmed
Confirm Date:
Personal Details
Name: Mr.SUNIL GUPTA
Change of Emp.Name:
Date of Birth: 01.07.1961
Gender: Male
Marrital Status: Marr.
Nationality: India
Mother tongue: HINDI
Religion: HINDU
Height: 173.00 CMS.
Blood Grp: B+
Id. mark #1: MOLE ON NECK BELOW LHS CHIN
Id. mark #2: MOLE ON NECK BELOW LHS CHIN
Diff. Challenge:
Absorption Details
Absorption Status: Absorbed
Date of Absorption: 01.10.2000
Desig (Absorbed as):
Order No:
Absorption Order Date:
Address Details
Sl.No | Address Type | Street and House No. | 2nd Address Line | City | District
01 | Permanent residence | JG-3/235-B, VIKAS PURI | . | NEW DELHI |
02 | Home town address | JG-III/235-B, VIKAS PURI, NEW DELHI | NEW DELHI | NEW DELHI |
03 | Mailing address | JG-3/235-B | VIKAS PURI | NEW DELHI | SOUTH WEST
Career History Details
Sl.No | From Dt. | To Date. | Designation | Org. Unit | Per.SubArea | Per. Area
01 | 01.08.2013 | 31.12.9999 | DM | DM ERP BSNLCO | CO,New Delhi | Corporate Office
02 | 31.03.2013 | 31.07.2013 | SDE | | CO,New Delhi | Corporate Office
03 | 27.04.1982 | 30.03.2013 | | | Ajmer | NTR


Personal Information
View/Print Returns
Update Personal Information
Rule 8 Transfer
Print Rule8
Property Returns
Portal Favorites
There are no items to display
Qualification
Sl.No Qualification Institute Specialisation Year Grade
Family Details
S.No Name of relative Last Name of Rel. Relation Date of Birth Gender Eligible for LTC Eligible for Medical
01 SHIKHA GUPTA Spouse 21.01.1964 Female No Yes
02 RASHI GUPTA Child 30.05.1992 Female No Yes
03 ESHA GUPTA Child 06.10.1987 Female No No
Nomination Details
Sl.No Benefit Type Nominee Nominee's Address Relation Birth Date Share Guardian's Address
Training Details
Sl.No From Date To Date Training Course Institute Period Subject Result
PRINT

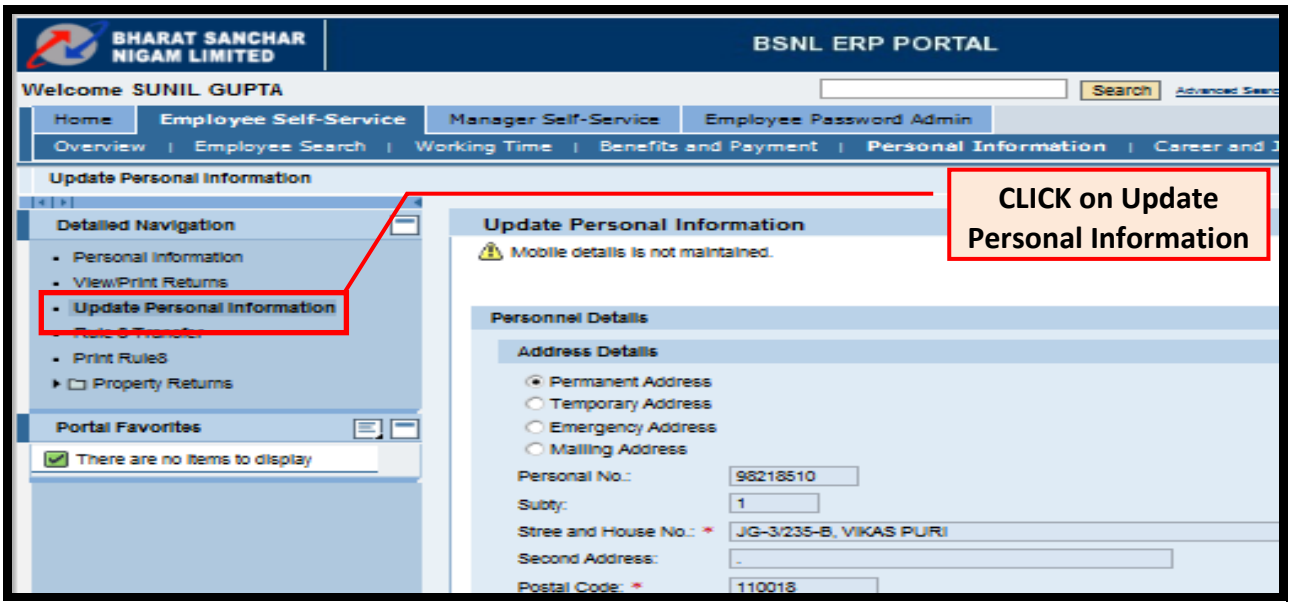
View / Print Property Returns



Update personal information

Personal information for Address [Permanent, Temporary, Emergency and Mailing] and Communication details [Mobile, E-mail, Landline (Residence), Landline (Office), Fax & Emergency Contact] can be created and updated in the ESS by all the ESS users themselves.

After logging in to ESS, Go to tab Personal Information. Click on the link **"Update Personal Information"** under Details Navigation window on the left side of the screen.



An editable screen opens on the right side with two heads as under:

Address Details

It has four radio buttons for address as under:

- Permanent
- Temporary
- Emergency
- Mailing

On checking of any radio button, respective corresponding fields get populated with available information. It can be edited by clicking **"Edit"** and saving by clicking **"Update".** Information can be created by clicking **"Create"** in case no information is available.

Communication Details:

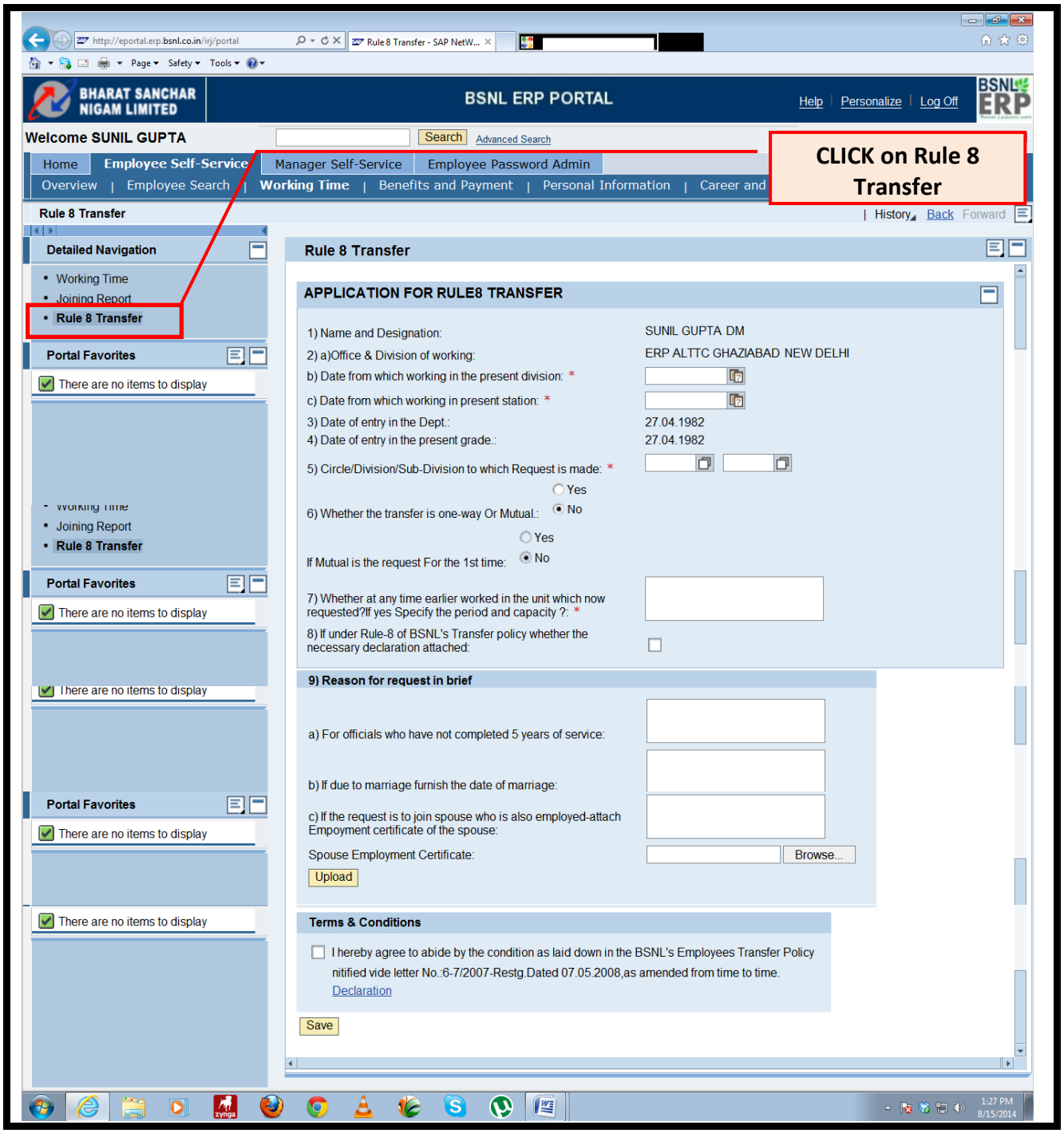
It has six radio buttons for Communication details as under:

- Mobile
- E-mail
- Landline (Residence)
- Landline (Office)
- Fax
- Emergency Contact

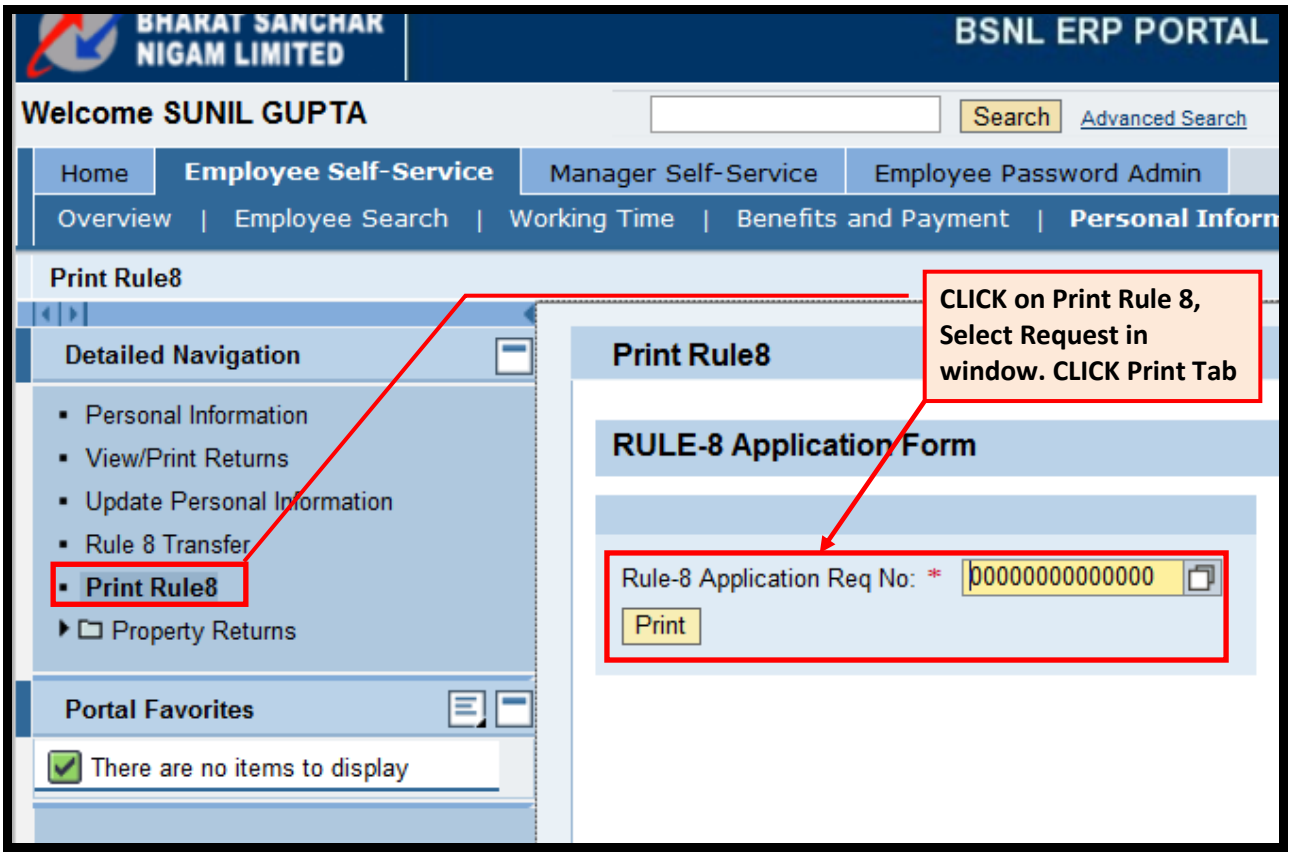
Information can be created or updated as explained in case of Address Details above. The information furnished here automatically updates the data in back end and details furnished for mobile facilitates user to get intimation regarding pay and leave etc. on their mobile through SMS.

RULE 8 TRANSFER

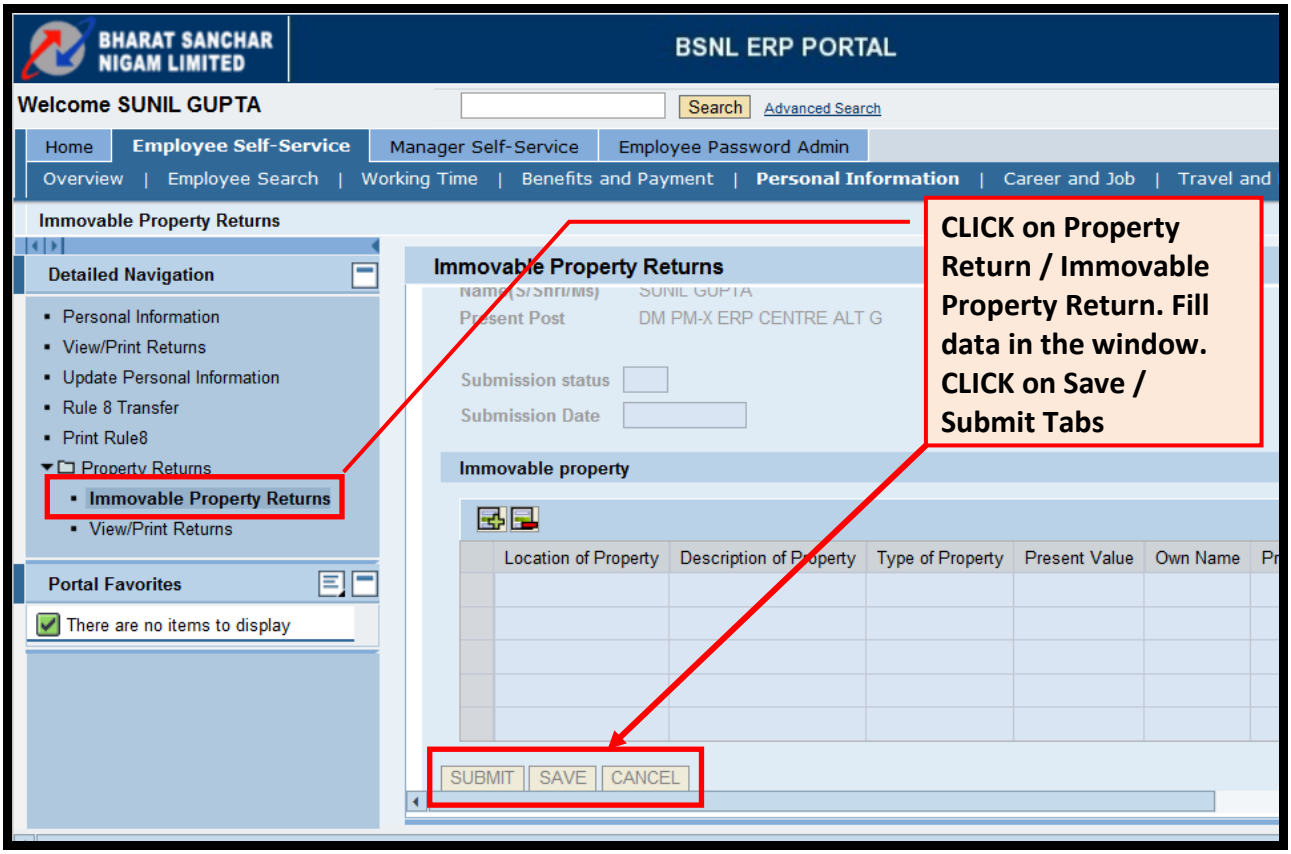
Click on Rule 8 Transfer in Detailed Navigation Window. Rule 8 Transfer application is opened. Fill all the data in the form and Press Save. Spouse's documents can also be uploaded through UPLOAD feature.


BHARAT SANCHAR NIGAM LIMITED
BSNL ERP PORTAL
Help | Personalize | Log Off
Welcome SUNIL GUPTA
Search
Advanced Search
Home
Employee Self-Service
Manager Self-Service
Employee Password Admin
Overview | Employee Search | Working Time | Benefits and Payment | Personal Information | Career and
CLICK on Rule 8 Transfer
Rule 8 Transfer
History Back Forward
Detailed Navigation
Working Time
Joining Report
Rule 8 Transfer
Portal Favorites
There are no items to display
Rule 8 Transfer
APPLICATION FOR RULE8 TRANSFER
1) Name and Designation:
SUNIL GUPTA DM
2) a)Office & Division of working:
ERP ALTTC GHAZIABAD NEW DELHI
b) Date from which working in the present division: *
c) Date from which working in present station: *
3) Date of entry in the Dept.:
27.04.1982
4) Date of entry in the present grade.:
27.04.1982
5) Circle/Division/Sub-Division to which Request is made: *
6) Whether the transfer is one-way Or Mutual.:
Yes
No
If Mutual is the request For the 1st time:
Yes
No
7) Whether at any time earlier worked in the unit which now requested?If yes Specify the period and capacity ?: *
8) If under Rule-8 of BSNL's Transfer policy whether the necessary declaration attached:
9) Reason for request in brief
a) For officials who have not completed 5 years of service:
b) If due to marriage furnish the date of marriage:
c) If the request is to join spouse who is also employed-attach Empoyment certificate of the spouse:
Spouse Employment Certificate:
Browse...
Upload
Terms & Conditions
I hereby agree to abide by the condition as laid down in the BSNL's Employees Transfer Policy nitified vide letter No.:6-7/2007-Restg.Dated 07.05.2008,as amended from time to time.
Declaration
Save

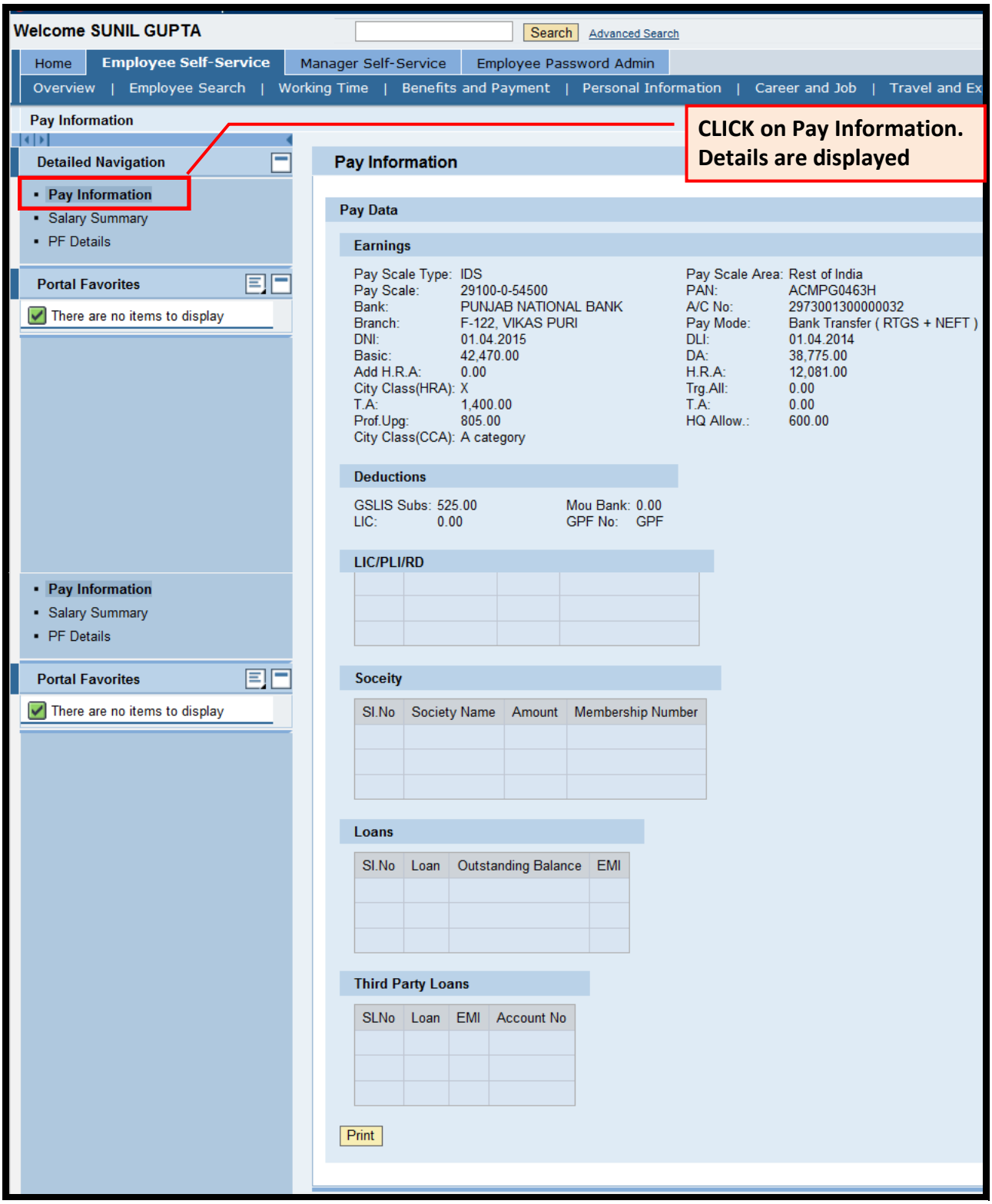
Print Rule-8 Transfer Request



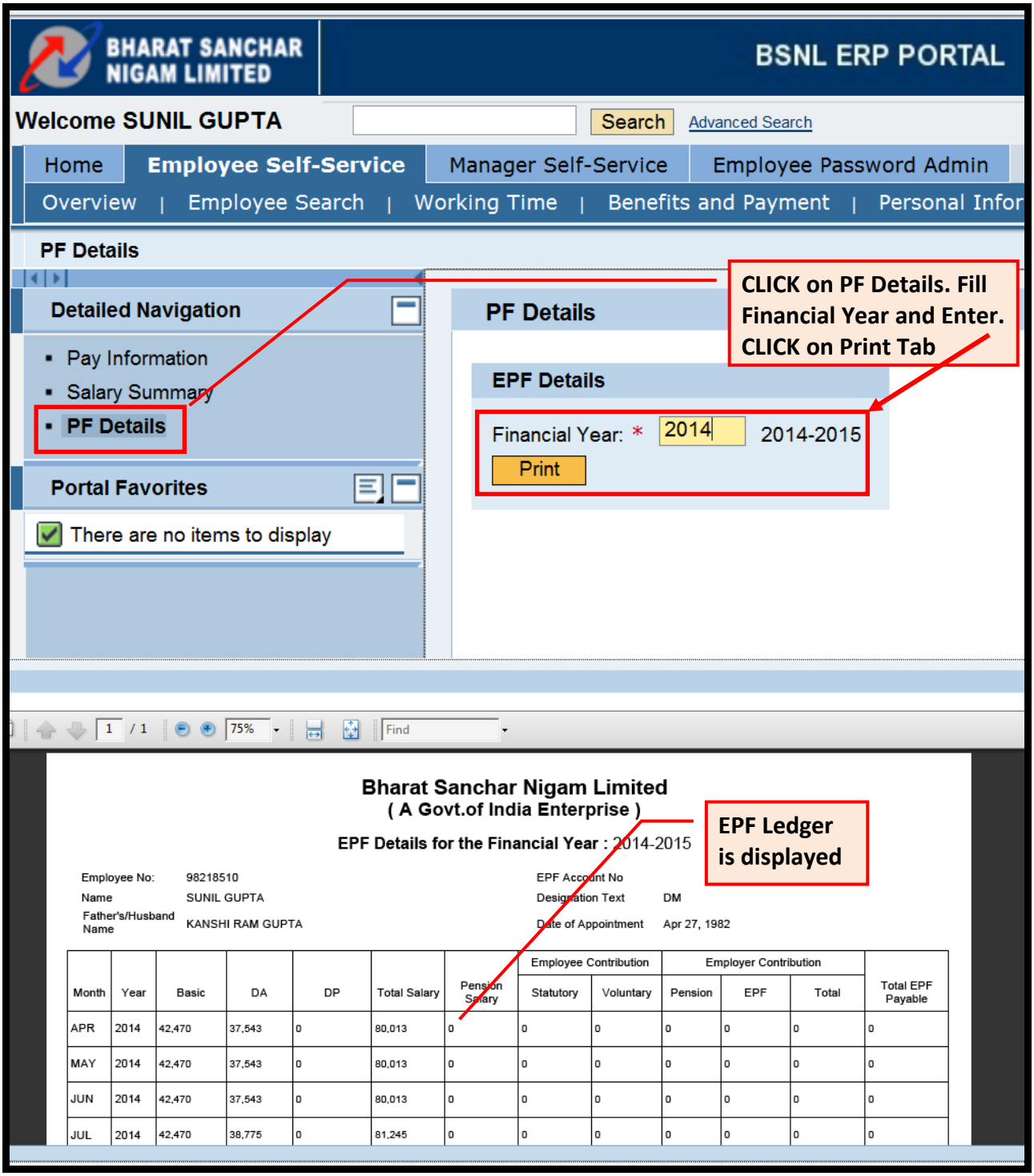
Property Returns



PAY INFORMATION



EPF Ledger

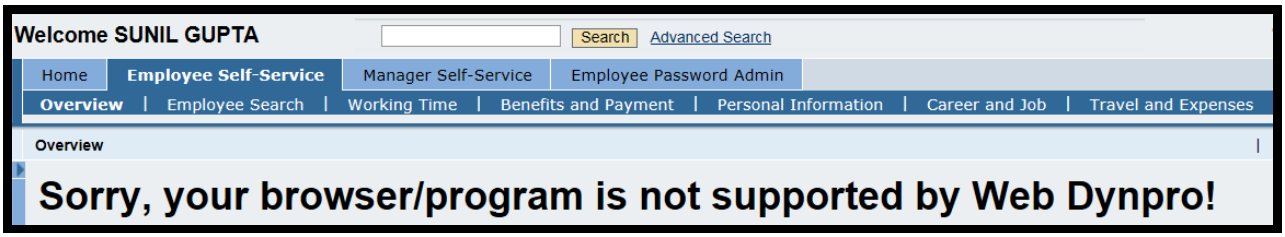


Month	Year	Basic	DA	DP	Total Salary	Pension Salary	Employee Contribution		Employer Contribution			Total EPF Payable
							Statutory	Voluntary	Pension	EPF	Total	
APR	2014	42,470	37,543	0	80,013	0	0	0	0	0	0	0
MAY	2014	42,470	37,543	0	80,013	0	0	0	0	0	0	0
JUN	2014	42,470	37,543	0	80,013	0	0	0	0	0	0	0
JUL	2014	42,470	38,775	0	81,245	0	0	0	0	0	0	0

MISCELLANEOUS

Not able to open ESS

An Error message **"Sorry, your browser/program is not supported by Web Dynpro!"** is coming.

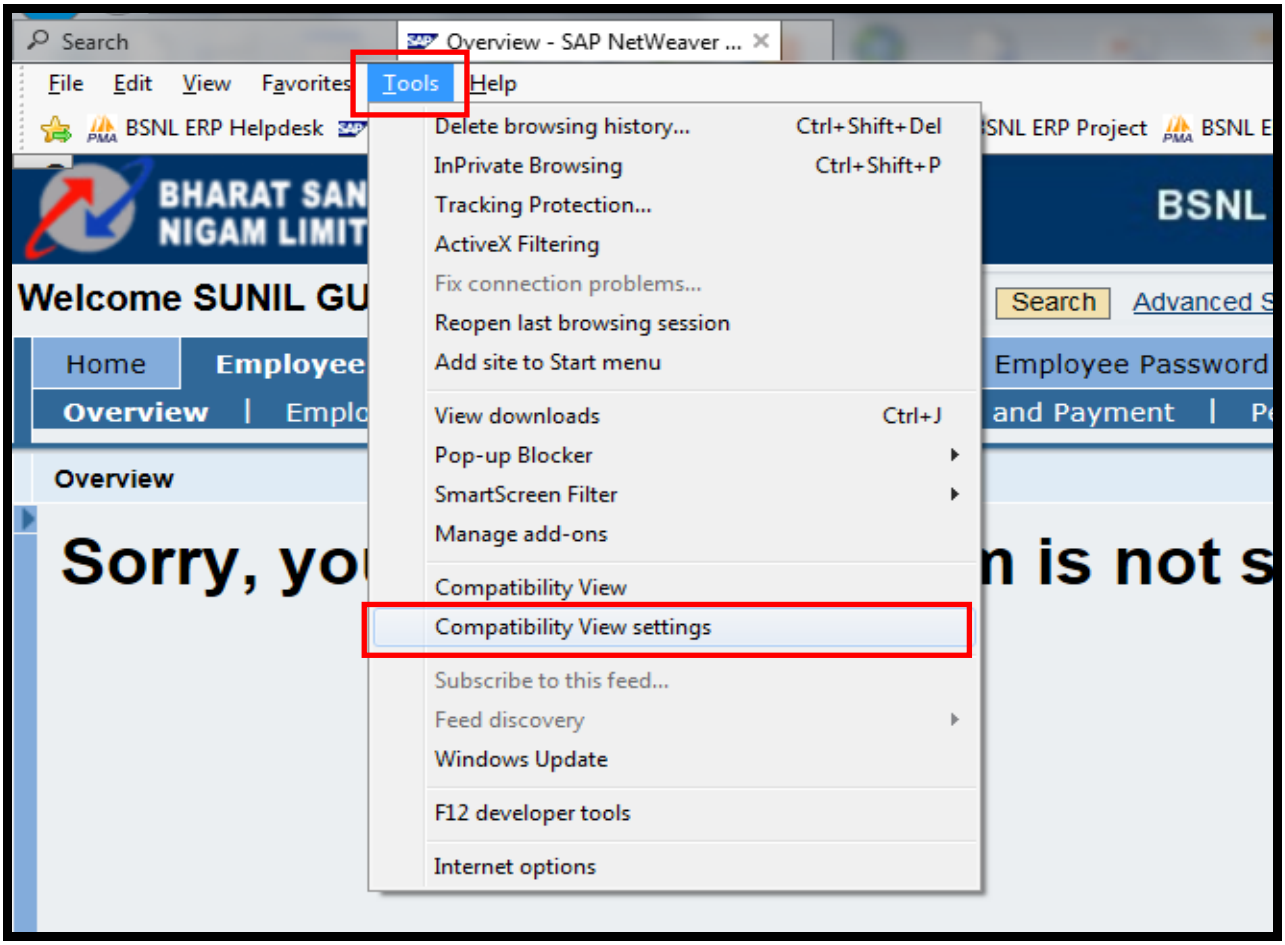

Welcome SUNIL GUPTA
Search
Advanced Search
Home
Employee Self-Service
Manager Self-Service
Employee Password Admin
Overview | Employee Search | Working Time | Benefits and Payment | Personal Information | Career and Job | Travel and Expenses
Overview
Sorry, your browser/program is not supported by Web Dynpro!

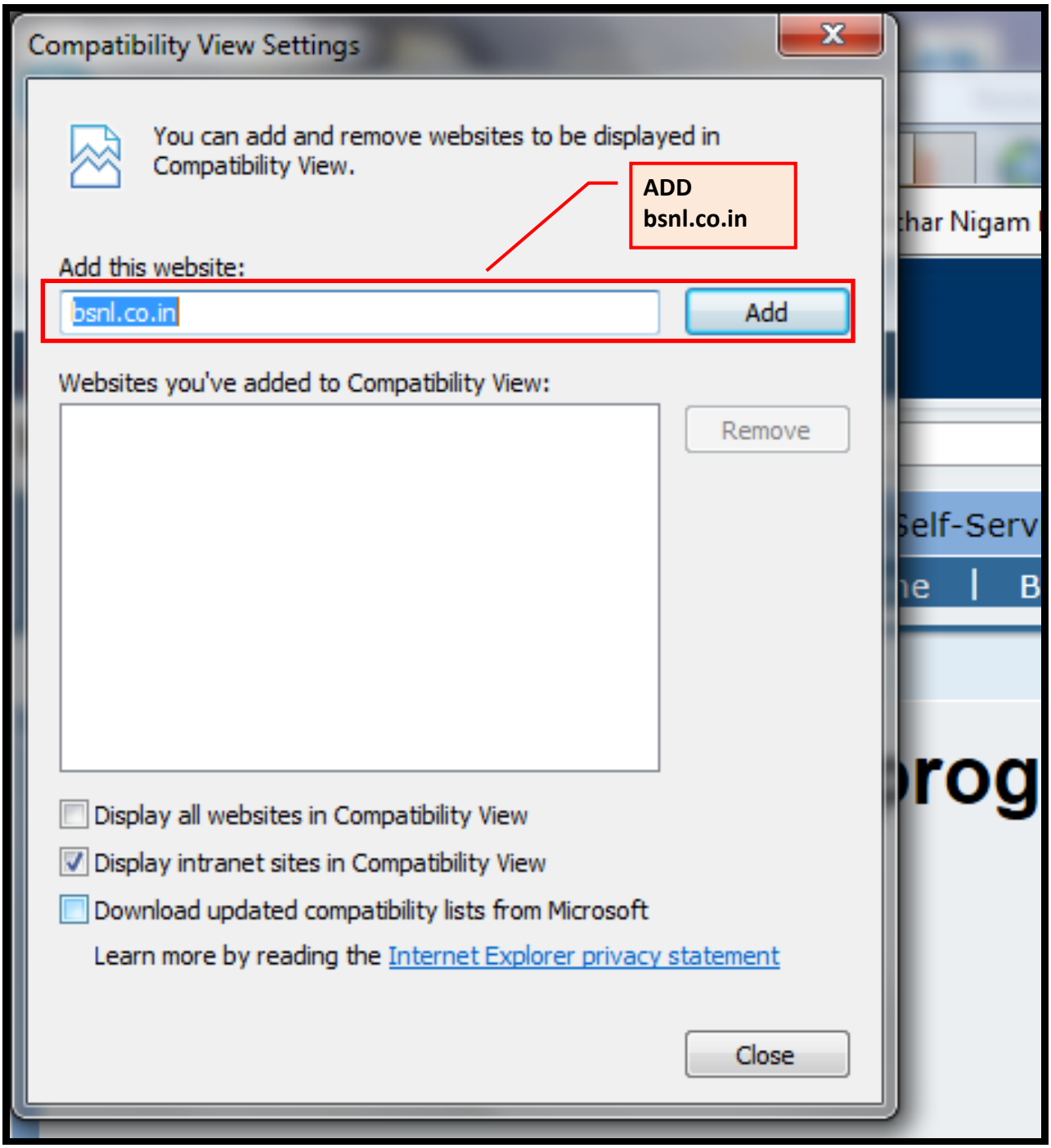
Observation:

ESS is best compatible with Internet Explorer browser IE8.0. It behaves erratically with other browsers; on higher versions of IE, it throws error as above.

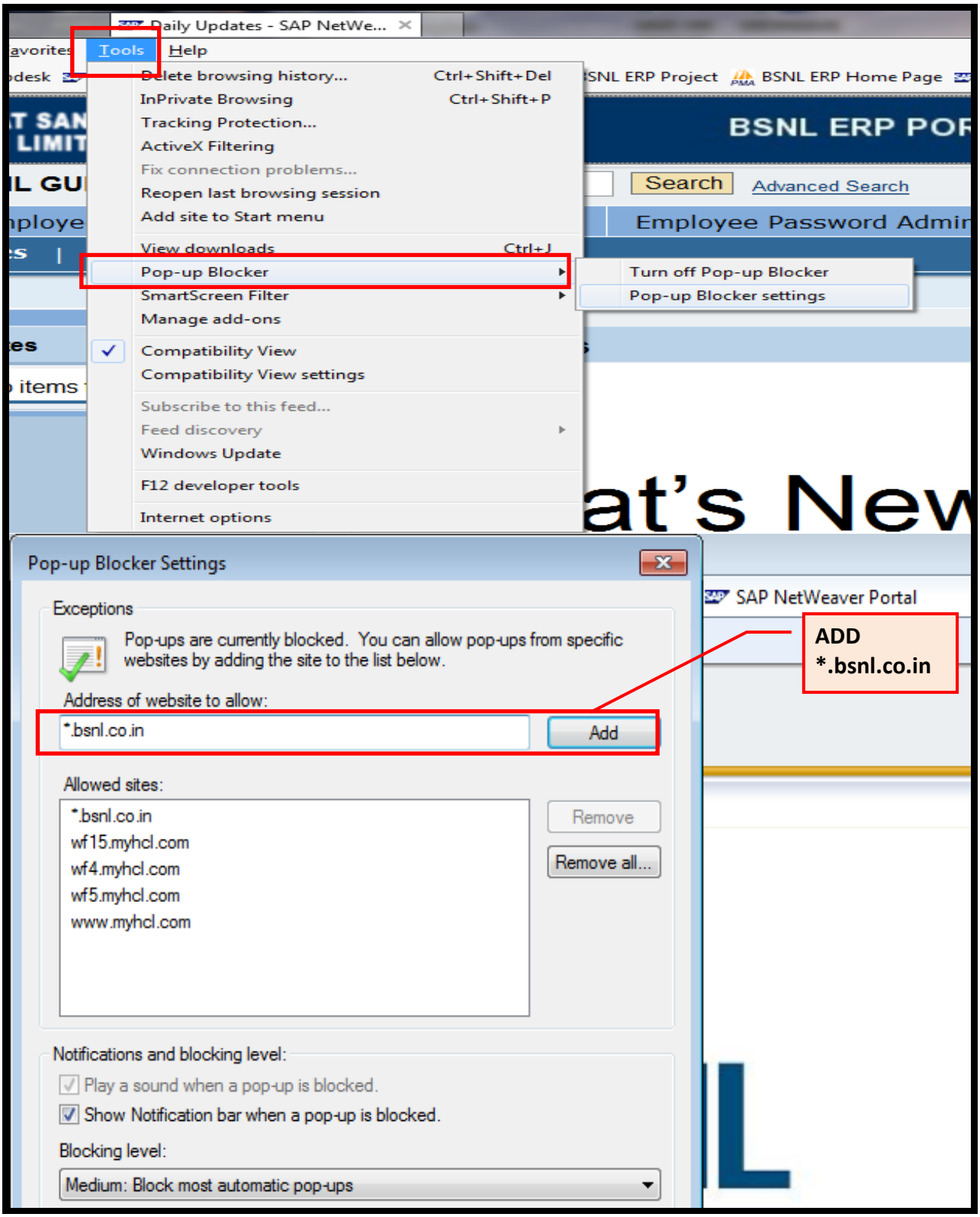
Solution:

Go to Tools of IE. If IE Menu bar is not visible, press Alt key, it will show the Menu bar. Click on Tools, a dropdown window is opened. Select **"Compatibility View Settings".** Another window pops up. Add web site **bsnl.co.in** to Compatibility view.



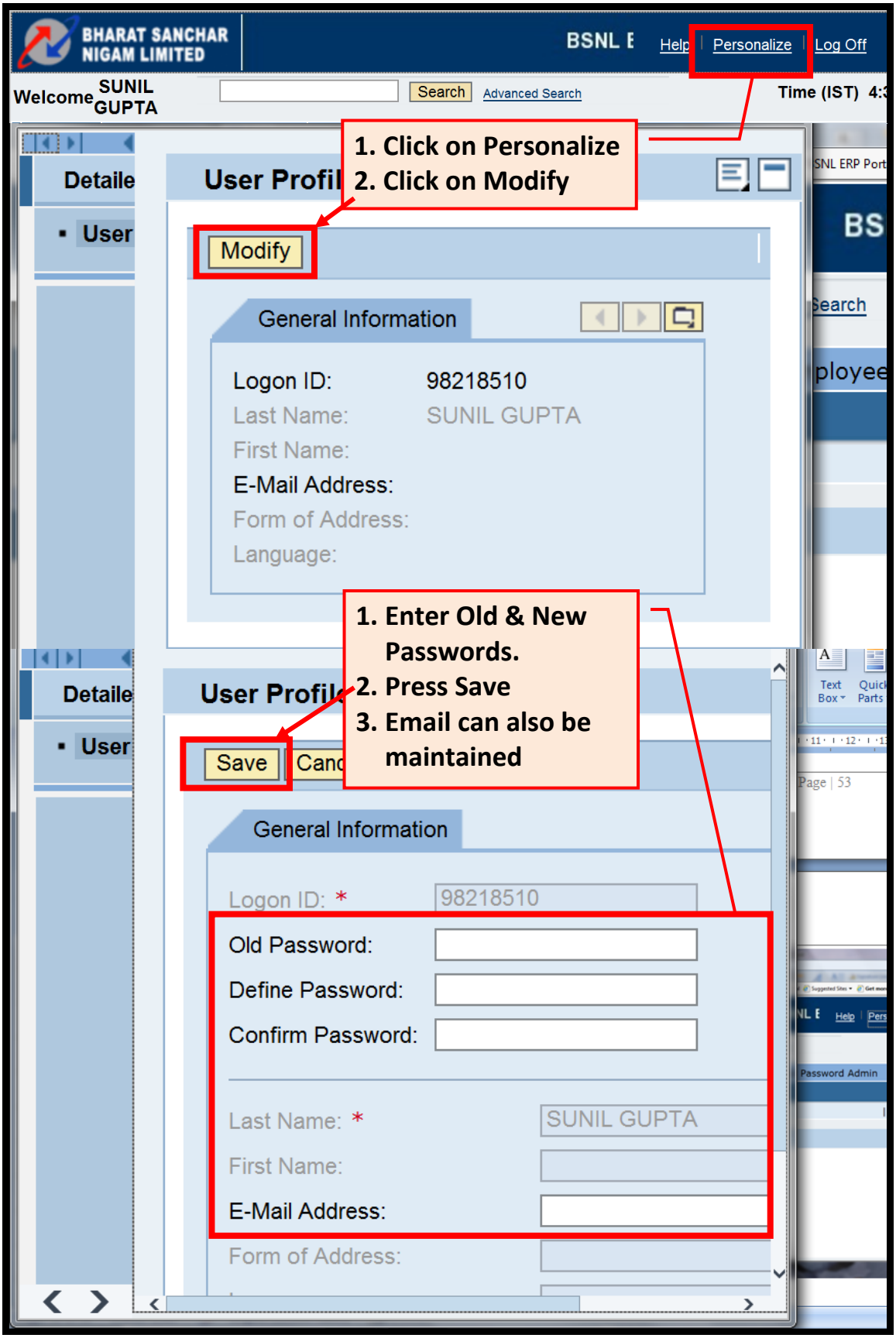

Compatibility View Settings
You can add and remove websites to be displayed in Compatibility View.
ADD bsnl.co.in
Add this website:
bsnl.co.in
Add
Websites you've added to Compatibility View:
Remove
Display all websites in Compatibility View
Display intranet sites in Compatibility View
Download updated compatibility lists from Microsoft
Learn more by reading the Internet Explorer privacy statement
Close

Similarly, in IE Tools menu, open Pop up blocker, Go to Pop up blocker settings and add web site ***.bsnl.co.in**



In most of the cases, the problem will be resoled. However, if problem still persist, Press F12 key; select IE8 version. However in this scenario, this action is required to be repeated for every session.

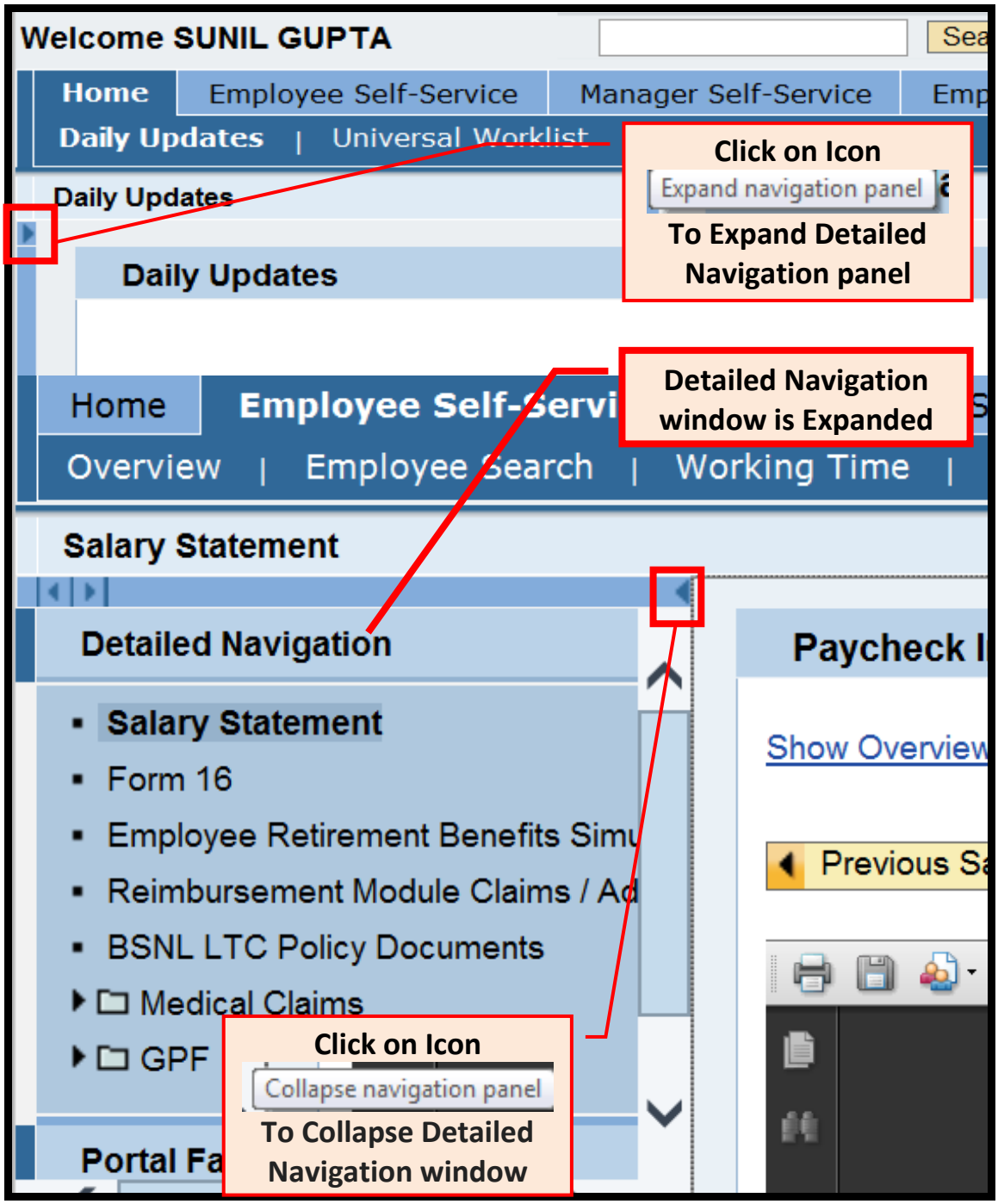
How to Change Password in ESS



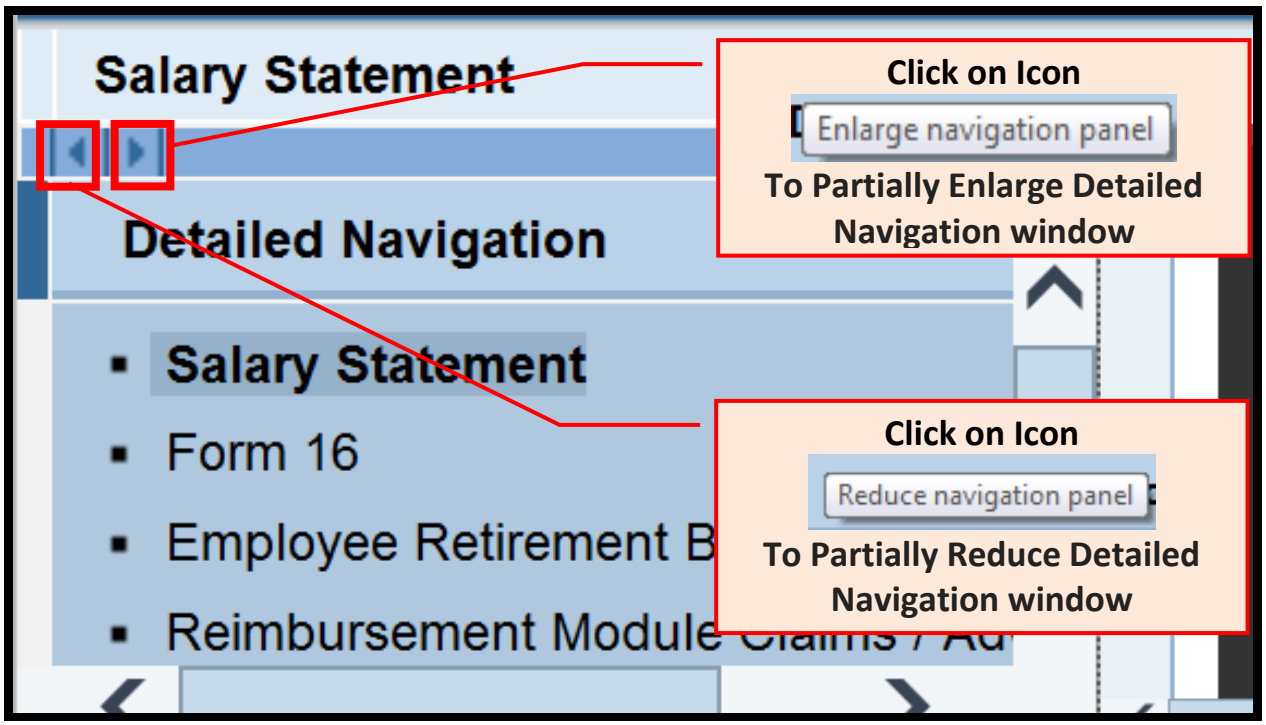
Detailed Navigation Panel is not visible

Observation:
Navigation panel is collapsed.

Solution:
Click on icon **"Expand navigation panel"**. Click on icon "Collapse navigation panel" to collapse it again.



Detailed navigation panel can be also partially expanded / reduced



Menu not visible in Detailed Navigation Panel

Observation:
Tray is collapsed.

Solution:
Click on icon **"Expand Tray"**. Click on icon **"Collapse Tray"** to collapse it again.